

Job Description

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| Project: | Employment Fund- Reconstruction Skills |
| Job Title: | Civil Engineer |
| Location: | Employment Fund Secretariat, Cluster office in Ramechhap or Rasuwa or any other project districts ¹ (with frequent travel to the training and reconstruction sites in the districts) |
| Reporting to: | Cluster Coordinator |
| Job purpose: | Ensure transfer of skills in building construction in the project districts, assure quality of the training and construction work, and monitor and report the progress of construction work |

Duties and responsibilities:

1) Adhere, implement and maintain policies and guidelines of HELVETAS Nepal

- Ensure compliance of the HELVETAS Nepal's & EFS policies, guidelines, and manuals (Personnel, Financial and Administrative and other applicable policies, guidelines and Manuals).

2) Quality control of training and construction

- Take lead on overall monitoring of construction sites as described in monitoring guideline and technical compliance through evidence based photo monitoring system adopted by Reconstruction Skill project.
- Guide Sub-Engineers to develop the plan for on-site supervision of all venues and compile it for the assigned district(s) and submit to Cluster Coordinator.
- Make sure that construction sites are regularly inspected by sub engineers for all venues and submit it to the Cluster Coordinator
- Give approval for the construction once the submitted drawing and Bill of Quantity (BOQ) has been finalized.
- Ensure the inspection of good quality building materials before the construction work starts.
- Support to assess the market rates and progression of prices for building materials and construction tools and reports back to the Rural Infrastructure Engineer (RIE).
- Conduct spot checks at different critical stages of construction to ensure quality construction work and timely implementation of construction and assists Sub-Engineer for all buildings.
- Ensure that the training team has adequately followed the National Building Codes in designing and drawing a model house, conduct capacity building session for sub engineer about new construction technologies.
- Guide Sub Engineers as required to ensure effective supervision following earthquake resilient technology; ensure adequate transfer of skills during training or post training construction.
- Lead the technical orientations and other relevant technical meeting at district level and support Cluster Coordinator on management issues and Rural Infrastructure Engineer (RIE) for the same at central level.
- Ensure and update Rural Infrastructure Engineer (RIE) that the construction meets the quality in reference to earthquake resilient technology
- Assist the Rural Infrastructure Engineer (RIE) to revise and update the training manual, design / drawing, cost estimating and Bills of Quantity (B.O.Q).
- Document learning's from the field and report major learning's to EF Management.
- Resolve any technical issue (construction related) proactively at district level, and assists the Rural Infrastructure Engineer (RIE) during the field visits, if necessary.

¹ Makawanpur, Rasuwa, Ramechhap, Okhaldhunga, Sindhuli and Kavre

- Work closely with International Technical Officer and Rural Infrastructure Engineer (RIE) of Employment Fund and provide regular updates, by-weekly progress report and monthly report from assigned district.

3) Proactively work with Government of Nepal and others developmental actors

- Take proactive role in working with the Government of Nepal, Development Agencies and their alliances at district level that would leverage the resources and bring synergy on reconstruction at district level.
- Liaise with relevant development actors, I/NGOs for collaborative efforts through the cluster meetings in the project implementing district.
- Work with the technical staffs of other programs to ensure proper and effective implementation of the project work.
- Carry out other tasks as assigned by Rural Infrastructure Engineer or International Technical Officer.

4) Other Specific Responsibilities

- Professionally discharge other mutually agreed tasks assigned by the project management team including knowledge management related tasks.
- Be proactive in bringing innovations and taking new initiatives in the project and the organization.

Qualification, Experiences and Competencies:

a. Minimum Qualification and Experience:

- Bachelor in Civil Engineering with 2 years of work experience preferably in building design, drawing and construction work.

b. Minimum Professional and Social Competency

- Strong understanding of project implementation and execution.
- Strong understanding of permanent housing using EQ resilient technology and National Building codes.
- Have a thorough, comprehensive understanding of the stone / brick masonry, confined masonry, reinforced masonry, timber & bamboo frame, roofing system, retrofitting works and timber treatment
- Experience in working with local construction materials, debris management and use of any other local resources.
- Sensitivity towards issues related to gender, social equality and poverty alleviation.
- Knowledge about new construction techniques, materials
- Skill of collaborating with VDC, DUDBC and local communities.
- Knowledge about site selection and building safety.
- Skill of conveying technical ideas in local level and within team
- Result oriented personality with maintaining deadlines.
- Excellent interpersonal, inter-cultural competencies and team player.
- Reliable, careful, honest and sincere work attitude.
- Good verbal and written communication in Nepali and English.
- MS Office, AutoCAD literacy, Structure Analysis, 3 dimension design.

Revision: This JD is subject to revision as and when need arises.

Duration: Until 31st December 2017 with possibility of extension

Approved by: _____ Date: _____

Incumbent's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____