

## Job Description

<b>Project:</b>	<b>Employment Fund- Reconstruction Skills</b>
<b>Job Title:</b>	<b>Civil Sub-Engineer</b>
<b>Location:</b>	Employment Fund Secretariat, Cluster office in Ramechhap or Makawanpur or any other project districts <sup>1</sup> (with frequent travel to the training and reconstruction sites in the districts)
<b>Reporting to:</b>	Cluster Coordinator, Work closely with Engineer at District
<b>Job purpose:</b>	Supervise skills training and transfer of skills in building construction in the Cluster VDCs, monitor and report the progress of the work and conduct regular quality inspections of the ongoing 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) Support project management on planning and supervising for training and reconstructions**
  - Develop the construction monitoring plan and submit it to Cluster Coordinator.
  - Inspect selected construction sites, survey and assess the scope of land preparation and location.
  - Collect drawing, Bill of Quantity (B.O.Q) from partner and forward it to Civil Engineer at District through Cluster Coordinator for final Approval.
  - Assess the quality and sufficiency of building materials on time before the construction work starts.
  - Supervise the training delivery of the instructors and advise them accordingly and also check the quality of tools distributed by the training providers.
  - Conducts regular inspections at different critical stages to ensure quality construction work and timely implementation of construction.
  - Assure that the training team has adequately followed the National Building Codes in designing, drawing and construction of the during training house.
  - Coach the instructors as required to ensure effective delivery of skills training in the construction trades that follows earthquake resilient technology; ensure adequate transfer of skills during the construction of own or other's houses. Get help from Civil Engineer and/or Rural Infrastructure Engineer (RIE) if needed.
  - Support Cluster coordinator during the orientation sessions and other meetings/workshops at district and facilitate with Civil Engineer and Rural Infrastructure Engineer.
  - Ensure that the construction meets the quality in reference to earthquake resilient technology.
  - Maintain the site book of respective cluster and submit the report to district engineer through Cluster Coordinator.

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<sup>1</sup> Makawanpur, Rasuwa, Okhaldhunga, Sindhuli, Kavre and Ramechhap

- Report any technical issues (construction and building material related) if arises during reconstruction period to the Civil Engineer and assist the Civil Engineer of the district or RIE during the field visits, if necessary.
- Assist the Civil Engineer or the Cluster Coordinator in construction monitoring and support them to maintain the data.
- Work closely with the Civil Engineer of District and RIE of Employment Fund and provide regular updates from district.

**3) 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:**

Diploma in Civil Engineering with 1 years of work experiences preferably in building construction work.

**b. Minimum Professional and Social Competency**

- 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.
- Skill of collaborating with VDC and local communities.
- Knowledge about site selection, building layout, construction safety, building materials
- 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.

**Duration:** Until 31<sup>st</sup> December 2017 with possibility of extension on availability of fund.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Incumbent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_