

## HELVETAS Swiss Intercooperation Nepal

### Job Description

<b>Project:</b>	<b>Employment Fund- Skills for Reconstruction (EF-SR)</b>
<b>Job Title:</b>	<b>Rural Infrastructure Engineer</b>
<b>Location:</b>	Employment Fund Secretariat (EFS), Kathmandu Office with Extensive Field visit (70% in the implementing districts)
<b>Reporting to:</b>	Team Leader, Employment Fund Secretariat
<b>Job purpose:</b>	Supervise skills training and transfer of skills in building construction in the project districts.

#### Duties and responsibilities:

##### 1) Implementation of policies and guidelines of HELVETAS Nepal

- Adhere to all HELVETAS Swiss Intercooperation Nepal policies and guidelines and Employment Fund operating guideline.
- Ensure adherence to the Security Response Guidelines (SRG), Basic Operating Guidelines (BoG), Conflict Sensitive Programme Management (CSPM), HELVETAS Swiss Intercooperation Nepal code of conduct against corruption.

##### 2) Support program management on planning and supervising for training and reconstructions

- Ensure that the training team has adequately followed the National Building Codes in designing and drawing a model house (load bearing structure); ensure adequacy and appropriateness of training curricula, manual and training materials, any improvement required and proper documentations of these information.
- Coach and mentor 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.
- Collaborate with and monitor the backstopping support provided by Technical Service Provider (Engineering consultancy firm hired by EF)
- Document learnings from the field and report major learnings to EF Management
- Take lead in resolving any technical problems (construction related) if arises during reconstruction period
- Collaborate with cluster coordinators and provide necessary inputs for technical quality monitoring
- Work closely with International Technical Officer of Employment Fund and provide regular updates from district to him/her

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

- Take pro-active role in working with Government of Nepal, Development Agencies and their alliances that would leverage the resources and bring synergy on reconstruction both at national and district level
- Liaise with relevant development actors, I/NGOs for collaborative efforts through the shelter cluster meetings in the project implementing districts
- Work with the technical staffs of other program and project managers to ensure the proper and effective implementation of the project work.
- Carry out other tasks as assigned by the project Team Leader and/or TEVT Coordinator

**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.

**Personal Specifications:**

**Minimum Education and Professional Experience:**

Bachelor in Civil Engineering with at least 5 years of work experiences in the relevant area. Experience in designing and supervising construction of earthquake-resistant buildings will be an additional advantage.

**Required Skills and Professional Competency**

- Strong understanding of shelter issues while working in Earthquake affected area/districts
- Have a thorough, comprehensive understanding of the structural engineering design, resources developed for stone masonry, confined masonry, reinforced masonry, multi-story reinforced concrete frame, timber frame, and retrofitting solutions
- Experience in working with local construction materials and any other local resources
- Cost estimating, structural design software, and 2d AutoCAD literacy
- Demonstrated experience working successfully in a team environment, as well as managing a team of technical staff, and delivering outcomes on time
- Experience with gender mainstreaming and work with marginalized groups
- International development experience and willingness to live and work in a post-disaster setting
- Conceptually strong, good level of English, proficient on report writing
- Excellent interpersonal and intellectual competencies
- Excellent analytical and writing skills

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

**Duration:** Till December 2016 with possibility of extension

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

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

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