

Terms of Reference for Technical Engineer (Volunteer)

The deployment of the Technical Engineer is contingent upon successful completion of all WV paperwork. The Volunteer must agree to all overall organizational standards and policies including WV's Child Protection Policy. The deployment is also contingent upon approval by the WV Nepal Earthquake Response (WVNER) Director.

JOB DESCRIPTION

Position Title: Technical Engineer	JOB GRADE: Volunteer (Per diem and Travel covered by TaiwanICDF)
Division : Operation Department: Shelter	Date Prepared/Updated/Version: Oct. 09, 2015
Reporting Relationship:	<pre>graph TD; A[Operation] --- B[Shelter Advisor]; B --- C[Technical Engineer];</pre>
Reports To:	
The Position:	

I. POSITION PURPOSE/JOB MISSION

Under the direction of the Shelter Advisor, the Technical Engineer (TE) will work with WVNER team to monitor, supervise and advise all works to be carried out in the implementation of 5 health posts on behalf of TaiwanICDF. The TE will monitor and supervise contractors, materials and commodities flowing to the sites in partnership with WVNER personnel. The TE will provide technical inputs into the implementation of health post construction activities for the project, and will be responsible for field monitoring and providing timely reporting on the implementation of the activities

II. MAJOR RESPONSIBILITIES (BASED ON GOALS AND OBJECTIVES)

- A. Provide expertise and advice to the WVNER team to ensure the effective implementation of the Health Post construction.
- B. Advise, supervise and encourage Site Officers appointed to supervise contractors, suppliers and activities on specific projects.
- C. Monitor site activities to ensure project on-time delivery, maintenance of costs to budget, project quality and safety.
- D. Contribute to monthly, annual and end-of-project narrative reports as required by the Program Officer of WVIN.
- E. Liaise with the Contract Manager on contractual matters as they arise, and assist in resolution of on-site contractual issues.
- F. Maintain community relations at a high level.
- G. Facilitate and provide training to relevant sector personnel on the implementation, procedural and construction monitoring requirements as appropriate.
- H. Take a hands-on approach with projects and provide feedback to the Sector specific Construction Manager on project management issues.

III. EDUCATION/EXPERIENCE/EXPERTISE REQUIREMENTS

The following competency may be acquired through a combination of personal commitment, formal schooling, education, prior experience:

A. *REQUIRED:*

- 1. 3-years of experience in managing contract projects.
- 2. Experience working for a Contractor managing work sites.
- 3. Strong analytical problem solving and organizational skills.
- 4. Ability to effectively present technical concepts to lay users in various settings and by various means (verbal and written).
- 5. Service oriented with the ability to organize, prioritize, and delegate tasks while transferring knowledge and expertise.
- 6. Strong communication skills to interact with all levels of staff and management.
- 7. Experience in small to medium project management.
- 8. Ability to train non-technical users in the use of technical systems in a cross-cultural setting.
- 9. Ability to work under pressure and on multiple tasks.
- 10. Formal education in construction management, Degree in Building Construction Management or Civil Engineering desirable.
- 11. Working knowledge in English is essential.

12. Ability to work in remote areas with limited access to facilities, communications and daily comforts is a requirement of the candidate

B. PREFERRED:

1. Ability to work with a reasonably level of comfort in high tension and high security risk situations.
2. Ability to maintain performance expectations in diverse cultural contexts psychologically stressful environments and physical hardships.
3. Understands work from a process point of view and uses measurement and accountability systems effectively.
4. Excellent time-management and prioritization.
5. Demonstrates openness and transparency
6. Willingness and ability to do multi-tasks.

IV. OTHER DUTIES AND RESPONSIBILITIES

- A. Adhere to World Vision policies and work to Acknowledged International Construction Management standards.
- B. Coaching, mentoring and Capacity building will be required as the program progresses.

Name of Incumbent:	Reviewed and Approved by:
Accepted /Date :	Date: