



## Job Vacancy Civil Engineer

<b>Job Title:</b>	<b>Civil Engineer</b>
<b>Organization profile and background:</b>	<p><b>Welthungerhilfe</b> Welthungerhilfe was founded in 1962 is a non-profit making, non-denominational, and politically independent, the organization.</p> <p>Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture/ Inclusive Food Systems and Nutrition Security, Infrastructure, Health System Strengthening and WASH.</p>
<b>Duration</b>	Up to 31 <sup>st</sup> December 2022, with a possibility of extension depending on performance and availability funds.
<b>Location:</b>	Fish Town, River Gee County-with frequent travels to Jaytoken and Killepo Sites
<b>Objective of the Position:</b>	<p>The Civil Engineer is responsible for the implementation of the project's infrastructure activities according to specified deadlines and organizational, contractual, and financial directives</p> <p>Is responsible for initiating procurement processes for infrastructure works and implementing technical measures within the framework of the specified assignment</p>
<b>Responsible to:</b>	Administrative- Head of Project, Technical-Senior Civil Engineer
<b>Responsible for:</b>	Site Engineers
<b>Duties and Responsibilities:</b>	<p>The Civil Engineer will have the listed below specific responsibilities:</p> <p><b>General Tasks (GT):</b></p> <ul style="list-style-type: none"> <li>• Deputize Senior Civil Engineer</li> <li>• Preparation of weekly work plans</li> <li>• Carryout filling and information management</li> <li>• Ensure that all financial and logistic transactions related to his/her work are being a) done in a fully transparent manner and reported and documented to Welthungerhilfe standards and rules and regulations.</li> <li>• Ensure that project/organization resources (time, construction material, vehicles, equipment) are used in an appropriate and efficient manner.</li> <li>• Familiarize contractors with Welthungerhilfe work policy and rules and regulations.</li> <li>• Liaise with staff of other departments/projects (finance, logistics Agriculture, WASH, Nutrition etc) as well as Public Works, MOH, MIA and other key stakeholders for good coordination of project activities.</li> <li>• Supports preparation of overall project infrastructure implementation plans (activities, resources and time) for review of Infrastructure Sector Lead.</li> </ul>

- Ensures that infrastructure activities are implemented according to the planning. If needed, planning needs to be re-adjusted and documented.

#### **Proposal Development (P)**

- Carry out rapid assessments.

#### **Detailed Assessments for Proposed Structures/Interventions (DA)**

- Fill in assessment templates and conduct detailed assessments.
- Prepare assessment report for review and finalization by the supervisor.
- Organize and carry out stakeholder consultations at Community Level.
- Assessing potential and existing risks to proposed intervention and staff/workers.
- Taking of clear photos with relevant details of during assessments of sites/structures and stakeholder consultation meeting etc for reporting and other useful purposes

#### **Planning and Design (PD)**

- Participate in consultation meetings and take note of key issues for design etc
- Gathering of information for design of proposed structures
- Drafting of drawings
- Planning and design of waste management systems\*\*

#### **Tendering (T)**

- Support organizing of Prebid meetings.
- Organizing and leading Prebid site visit
- Carry out preliminary examination of bids.
- Carry out detailed commercial and technical bid evaluation documents.
- Perform data entry into the CBA and other templates.

#### **Contracting ©**

- Draft contracts and assemble contract package.
- Introduction of contractors to stakeholders at community level
- Ensure that contractors and their key staff read and understand all articles and annexes of contract packages and provide proper explanations when needed.

#### **Implementation (I)**

- Supervision and monitoring of construction/rehabilitation works.
- Preparation of monthly progress reports
- Conducting monthly site meetings
- Preparing As-Built documentations
- Promptly respond to all critical site/project issues addressed to him or her.
- Taking of clear photos with relevant details of construction/rehabilitation activities before, during and after implementation for reporting and other useful purposes
- Perform any other tasks/roles assigned by the supervisor.

#### **Handover (HO)**

- Facilitate at training of users/managers on maintenance of constructed/rehabilitated structures.
- Drafting of training manuals for various kinds of trainings under a given project
- Participate in joint inspection of works with key stakeholders including line government ministries.
- Support and contribute towards the adherence to the Welthungerhilfe Liberia MEAL framework and Core Humanitarian Standards, so that all

	projects ensure accountability, quality, effectiveness, appropriateness, knowledge sharing, and learning across the organization.
<b>Education</b>	A Bachelor's degree in Civil Engineering and other relevant disciplines.
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 3- 5 years of experience in Civil engineering/Construction works and preferable working with INGO/NGO with specific experience in Construction of varied structures(healthcare infrastructures, roads, culverts, drainages, bridges, markets, wells, latrines etc), road and building construction/rehabilitation, topographical surveys, structural and hydrological analysis and design of drainage structures as well as preparation of tender packages and tender evaluation, Supervision and monitoring of constructions and personnel, taking off and estimating for Civil works constructions and good report writing</li> </ul>
<b>Language Skills</b>	<ul style="list-style-type: none"> <li>• Excellent command of spoken and written English</li> </ul>
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Good knowledge of Microsoft Office, especially: Word, Excel, Power Point, and internet applications</li> <li>• Good working knowledge and communication skills</li> <li>• Proficient in use of design software such as AUTOCAD and Revit</li> <li>• Able to take and follow instructions.</li> <li>• Able to work under pressure and in difficult terrain and environments.</li> <li>• Able to ride motorbike</li> </ul>
<b>Application Process</b>	<p>Please send application package; <b>one-page Motivation LETTER and a maximum of 2 pages CURRICULUM VITAE (CV)</b>, and contact details of 3 professional referees to:  <a href="mailto:Recruitment.Liberia@welthungerhilfe.de">Recruitment.Liberia@welthungerhilfe.de</a></p> <p>Subject Line: Application for the position of <b>2126- Civil Engineer</b>  <b>Welthungerhilfe is an equal opportunities employer, therefore qualified females are encouraged to apply for this position. A detailed Job Description can be obtained from Welthungerhilfe's Monrovia Office</b></p>
<b>Closing Date</b>	January 24, 2022