



## Job Vacancy Senior Civil Engineer

<b>Job Title:</b>	<b>Senior 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 of funds
<b>Location:</b>	Grand Cess, Grand Kru County
<b>Objective of the Position:</b>	<p>The Senior Civil Engineer is responsible for the technical planning of the project's infrastructure activities</p> <p>Quality assurance of project infrastructure activities and 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-Construction Specialist
<b>Responsible for:</b>	Site Engineers
<b>Duties and Responsibilities:</b>	<p>The <b>Senior Civil Engineer</b> will have the listed below specific responsibilities:</p> <p><b>General Tasks (GT)</b></p> <ul style="list-style-type: none"> <li>• Deputizing Infrastructure Sector Lead or Head of Project.</li> <li>• Attend monthly sectoral meetings with government at County Level</li> <li>• Attend and actively participate in Technical Working Group meetings at County Level</li> <li>• Draft Check lists and templates</li> <li>• Support and facilitate during infrastructure Meetings</li> <li>• Attending and participating in CCMs if seconded</li> <li>• Support recruitment of Staff</li> <li>• Maintaining financial overviews for all projects assigned to them</li> <li>• Orientating, mentoring, and training of infrastructure staff</li> <li>• Carry out staff performance assessment/Employee dialogue for all personnel under his or her supervision</li> <li>• Drafting procedures for processes</li> <li>• Attend monthly sectoral meetings with government at National Level if seconded</li> </ul>

- 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.

**Proposal Development (P)**

- Lead consultation with government and stakeholders
- Lead budgeting for proposed infrastructure interventions

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

- Lead Compilation of assessment reports
- Propose interventions and where those interventions are to be carried out
- 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)**

- Facilitate consensus building and ensure achievement of consensus on proposed interventions
- Prepares overall project infrastructure implementation plans (activities, resources, and time) for review of Construction Expert
- Ensures that infrastructure activities are implemented according to the planning. If needed, planning needs to be re-adjusted and documented.

**Preparation of Tender Documents (PT)**

- Preparation of accurate and correct tender announcements free of errors
- Preparation of clear and precise easy to follow and understand instructions to bidders
- Assembling tender packages and ensure accuracy and correctness of every document included in the tender package.

**Tendering (T)**

- Organizing and carrying out training of interested bidders in the WHH Bid Evaluation and Award (BEA) Processes
- Organizing public opening of bids and ensure participation of key stakeholders especially the line ministries of Ministry of Public Works, Agriculture and Health depending on the kind of works being tendered.

**Bid Evaluation and Award (BEA)**

- Support process of financial comparison of bids (CBA, error checks, balanced pricing).
- Support in leading and guiding bid evaluation committee in the determination of best evaluated bids
- Support bid evaluation committee in conducting post qualification assessments of best evaluated bidders if seconded

**Contracting ©**

- Support preparation of contract documents/packages if called upon
- 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)**

- Perform regular supervision and monitoring visits to infrastructure activities
- Organize and coordinate joint monitoring visits with government and other stakeholders at County Level

	<ul style="list-style-type: none"> <li>• Ensure adherence to and implementation of visibility guidelines for all infrastructure sector activities and work closely with communications on the same</li> <li>• Promptly respond to all critical site/project issues addressed to him or her</li> <li>• Perform any tasks/roles assigned by the supervisor</li> </ul> <p><b>Handover (HHO)</b></p> <ul style="list-style-type: none"> <li>• Organize and coordinating joint inspection of works with key stakeholders including line government ministries</li> <li>• Ensure training of users/managers on maintenance of constructed/rehabilitated structures</li> <li>• Lead preparation and finalization of training manuals for various kinds of trainings under a given project</li> <li>• Preparation of Certificate of Substantial Completion of Works</li> <li>• Preparation of Certificate of Final Completion of Works at end of defects liability period</li> </ul>
<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 5- 7 years of experience in Civil engineering/Construction works and preferable working with INGO/NGO with specific experience in construction of structures(health care infrastructures, roads, culverts, drainages, bridges, markets, wells, latrines etc), road and building construction/rehabilitation, 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, good report writing, contract management, problem analysis, risk management and stakeholder involvement &amp; management.</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>• Attention to detail.</li> <li>• Able to take initiative and proactive.</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; <u>one-page Motivation LETTER and a maximum of 2 pages CURRICULUM VITAE (CV)</u>, and contact details of 3 professional referees to:</p> <p><a href="mailto:Recruitment.Liberia@welthungerhilfe.de">Recruitment.Liberia@welthungerhilfe.de</a></p> <p>Subject Line: Application for the position of <b>2129-Senior Civil Engineer</b></p> <p>Welthungerhilfe is an equal opportunities employer, therefore <b>qualified females</b> are encouraged to apply. A detailed Job Description can be obtained from Welthungerhilfe's Monrovia Office</p>
<b>Closing Date</b>	January 24, 2022