



## **REHABILITATION SUPERVISOR**

Full-Time Position; Head Office – Monrovia, Liberia  
Grade 9

### **Education Development Center (EDC)**

EDC is one of the world's leading nonprofit research and development firms. EDC designs, implements, and evaluates programs to improve education, health, and economic opportunity worldwide. Collaborating with both public and private partners, we strive for a world where all people are empowered to live healthy, productive lives.

### **EDC is committed to diversity in the workplace.**

### **USAID ACCELERATED QUALITY EDUCATION FOR LIBERIAN CHILDREN**

USAID Accelerated Quality Education (AQE) for Liberian Children is a USAID-funded four-year project to provide increased access to basic education for approximately 48,000 out of school children and adolescents, ages 8-15 and will be implemented in Bong, Grand Bassa, Lofa, Margibi, Montserrado, and Nimba. EDC is soliciting qualified candidates to join our team for all phases of school site rehabilitation in all 6 counties of operations. The ideal candidate will have prior rehabilitation oversight, quality assurance, reporting experience, contract administration and project management roles on similar construction and/or rehabilitation projects and post-secondary education in a related field.

### **ESSENTIAL FUNCTIONS**

The Rehabilitation Supervisor is responsible for daily oversight and management of the rehabilitation of Alternative Learning Program (ALP) sites.

- Lead the team in the execution of an assessment of the ALP sites, including water and sanitation components, analyze existing infrastructure and prioritize selection of sites for rehabilitation
- Work with the Rehabilitation Consultant during the design phase, including on the development of the final version of the project rehabilitation plan.
- Prepare the environment impact assessments and/or mitigation plans for selected sites.
- As required, oversee the preparation of drawings, plans, designs, cost estimates, and bills of quantity for selected projects and ensure alignment with standards set by the Ministry of Education for classrooms and/or school facilities.
- Work with the Rehabilitation Consultant and procurement team to prepare cost estimates for renovations and operations of potential project sites. Submit analysis and outline of rehabilitation strategies for multiple remote rehabilitation/renovation sites to Ministry of Education Officers (EOs) and senior management of EDC to make a selection of projects.
- Lead the development of the procurement documents including the scopes of work, technical specifications, and approved evaluation criteria for site renovations and WASH improvements.
- Participate in the procurement review committee and ensure compliance with USAID rules and regulations, including any environmental requirements.
- Supervise two or more Rehabilitation Officers.
- Provide inputs to county and technical teams on strategies for community engagement in ALP sites selected for rehabilitation.
- Assist in preparation of all the relevant rehabilitation documentation required for submission to USAID for approval.

- Prepare monitoring and evaluation standards for rehabilitation deliverables that can be incorporated into existing databases; the ongoing supervision of rehabilitation work and contractor schedules will need to be tracked, analyzed, and used to identify potential areas of slippage or opportunity.
- Provide the Chief of Party and Administration and Operations Director with regular updates on the progress of infrastructure activities and alert them of any problems or irregularities.
- Conduct regular oversight trips to the rehabilitation sites.
- Sign off on vendor completion and acceptance of rehabilitation and WASH activities; document, communicate and problem-solve incomplete or unacceptable work by vendors.
- Function as a member of the operations team, liaising within the team and with other departments to communicate and achieve goals.

## **QUALIFICATIONS**

- Bachelor's degree and 6 to 7 years of project management experience, especially in rehabilitation and construction.
- Experience in renovation, rehabilitation, construction and maintenance activities.
- Knowledge of budgeting and financial management for construction.
- Experience with USAID or other donor-funded projects preferred.
- Strong writing skills including the ability to prepare monthly supervision and other reports.
- Excellent interpersonal skills to work with staff at all levels in the organization and with communities.
- Organizational and leadership skills to manage rehabilitation staff and coordinate well with staff from other units.
- Ability to work within a cross-cultural setting, negotiate diplomatically, and function well under pressure.
- Ability to work hands-on, independently, and within teams in a difficult work environment.
- Detail-oriented and organized.
- Experience working with computers, especially Microsoft Word and Excel.
- Ability to travel to Liberian counties covered by the activity.

## **ADDITIONAL INFORMATION**

This position is located in Monrovia, Liberia and reports to the Administration and Operations Director. This position will maintain close communication relationships with the technical team as well as operational staff. The Rehabilitation Supervisor will directly supervise Rehabilitation Officers (2) who would be responsible for county and site level monitoring and evaluation among other tasks.

VACANCY CLOSING DATE: 20<sup>TH</sup> JUNE 2018 @5:00 PM

To apply, please visit: <http://go.edc.org/AQERehabSupervisor>

Only candidates who are invited for an interview will be contacted. No phone calls, please.

**EDC is committed to diversity in the workplace. EDC offers a supportive work environment, competitive salary, and an excellent benefits package.**