

VACANCY- ANNOUNCEMENT

Department : **Programme**
Position : **Civil Engineer**
No. of Post : **1**
Location : **Kume, Myittha Township**
Duration : **6 months with possible extension**
Expected Start Date : **as soon as possible**
Vacancy Posting Date: **29^h April 2025**
Vacancy Closing Date: **11th May 2025**

Background on Acted

Founded in 1993, Acted is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non- discrimination. Based in Paris, France, Acted now operates in 42 countries worldwide, with 400 international and 6000 national staffs. Acted has a 280 million budget for about 450 projects per year.

As the second largest French NGO, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Acted undertakes programs that target the most vulnerable amongst those populations that have suffered from conflict, natural disaster, or socio-economic hardship. Acted's approach also looks beyond the immediate emergency towards opportunities for longer term reconstruction and sustainable development. For more information, please visit our website at <https://www.acted.org/en/countries/myanmar/>

In response to recent earthquake in Myanmar, Acted is currently looking for qualified person to fill the position of **Civil Engineer**.

ASSIGNMENT

ACTED is responding to the humanitarian needs arising from the recent earthquake that caused significant damage to public infrastructure, including health facilities. To restore access to essential health services, ACTED , in coordination with the local authorities and other relevant stakeholders, is undertaking rehabilitation works in selected health facilities in the Mandalay / Kume affected areas.

The Rehabilitation Engineer will play a critical role in assessing, planning, and supervising the rehabilitation of these facilities, ensuring the works are safe, timely, and compliant with national standards and humanitarian principles.

Under the general supervision of the Emergency Program Manager (EPC), the Civil engineer (CE) is responsible for the technical design and implementation of all infrastructure works undertaken by ACTED, in accordance with the strategy and methodology defined and endorsed by the Emergency Program Manager. He /She may be requested to participate in any aspect of the preparation and development of concepts required for the preparation of proposals / concept notes.

He / She is fully responsible of his / her activity in terms of quality, respect of the targets, bill of quantities, and respect of the budget and deadline. He / She is also responsible for any staff allocated to him for the implementation of any given project and is expected to supervise and support each staff member accordingly.

FUNCTIONS

CHAIN OF COMMAND

Under the general supervision of Emergency Program Manager, the Civil Engineer (SCE) is responsible for the follow:

The main objective of the position is to oversee and ensure the effective and safe rehabilitation of earthquake-damaged health facilities, in line with the project's technical requirements, timelines, and budget, while integrating disaster risk reduction and building back better principles.

Therefor, his responsibilities will be:

Assessment and Design:

- Conduct technical assessments of damaged health facilities.
- Prepare BoQs (Bills of Quantities), technical drawings, and detailed rehabilitation plans.
- Propose suitable rehabilitation methods considering local materials, seismic resistance, and healthcare operational needs.

Implementation and Supervision:

- Supervise contractors and site workers during rehabilitation works.
- Ensure compliance with health and safety standards on-site.
- Monitor quality and progress of works, addressing issues as needed.

Coordination and Reporting:

- Coordinate with local authorities, health facility managers, community representatives, and other stakeholders.
- Prepare regular progress reports, including technical challenges and solutions.
- Support procurement team with technical specifications and review of bids.

Capacity Building and Technical Guidance:

- Provide on-the-job training and guidance to local workers and partners.
- Ensure integration of inclusive, accessible, and environmentally sustainable design where applicable.

Deliverables

- Initial assessment reports and damage evaluation of selected facilities.
 - Finalized technical drawings and BoQs.
 - Weekly/monthly work progress reports.
 - Completion reports for each rehabilitated facility, including before-and-after documentation.
 - Handover documentation to his hierarchy (EPC) and the relevant authorities.
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TECHNICAL SKILLS

- Bachelor's degree (or higher) in Civil Engineering, Structural Engineering, Architecture, or related field.
- Minimum 5 years of experience in infrastructure rehabilitation, including at least 2 years in

humanitarian or post-disaster contexts.

- Proven experience in supervising construction/rehabilitation projects.
- Strong knowledge of local building codes and seismic-resistant construction techniques.
- Experience working with NGOs or international organizations preferred.
- Strong communication and coordination skills.
- Fluency in English is compulsory.

SUBMISSION OF APPLICATION:

Applications shall be in **English** and include: i) a resume of not more than 3 pages; ii) a cover letter expressing the motivation to work for this specific position; iii) a copy of the university degree; and iv) contact details of 3 references should be submitted to

Email: recruitment.myanmar@acted.org

Applications should be title “**Civil Engineer _Your Name**” and be submitted no later than **11th May 2025 (by 5:00 pm)**.

Only shortlisted candidates will be contacted for interview. *Early applications are encouraged as candidates may be identified and contacted before the application deadline.*