

Vacancy Announcement

Position: Civil Engineer

Duty Station: Nyaung Shwe, Southern Shan State

We are a secular, non-profit, and non-governmental organization (NGO) dedicated to humanitarian aid, rehabilitation, and development. Our main emphasis lies in Water, Sanitation, and Hygiene (WaSH) initiatives, which frequently overlap with various sectors such as basic infrastructure, distribution of food and non-food items (NFI), disaster risk reduction (DRR), and livelihoods.

Through participatory methods, our teams strive to cultivate community ownership and facilitate capacity building. We engage in strategic partnerships with local collaborators, enhancing their technical and operational capabilities. Additionally, we provide support to grassroots organizations, contributing to the reinforcement of civil society engagement.

Position:	Civil Engineer	Location:	Nyaung Shwe
Report To:	Program Manager	Starting Date:	ASAP
Department:	Program		
Type of Contract:	National Position; the post requires a 3-month probation period.		
Basic Salary and Benefits:	G6L1 (Negotiable based on experience and qualifications.) Health and Life insurance package included.		

Duties & Responsibilities

The job of the Civil Engineer includes the following duties and responsibilities:

- Work under the supervision of the Shan Program Manager, and in close coordination with the Logistic Officer to ensure all construction-related activities, particularly those including water supply systems, shelters and sanitation facilities, are implemented in line with the approved project plan.
- Guide and mentor for construction works and coordinate the field activities with the team members.
- Assist, advise, and coordinate with the Shan Program Manager and WASH engineer with regards to the appropriateness of the related technical options.
- Determine the availability of local technical service providers for infrastructure related activities.
- Provide and facilitate in-house and community level training as required.
- Provide any required information to the SPM in order to ensure timely provision of funds or technical training in support of infrastructure activities.
- Monitor and supervise the execution of works at all infrastructure activities in the project area through site visits using relevant construction monitoring and inspection check lists, in order to follow up the progress of the works and ensure their conformity with the drawings, contract documents, acceptable engineering practices and the terms and conditions of the contract agreement.
- Secure a construction process that complies with the contractual documents (BoQ, Design) and is carried out according to the set standards and agreements.
- Quality control of the construction work and used construction material (inspection of material used and their workmanship).
- Liaise and maintain a close working relationship with the relevant communities in construction sites to support their participation and own monitoring by providing information on technical options and relative design, specification and costs.
- Ensure that the project activities remain linked and relevant to the satisfaction of minimum needs and are accessible to the vulnerable members of the community.

- Liaise and maintain a close working relationship with the related government departments - such as Township Education Department.
- Provide relevant assessment reports and data to the SPM
- Develop work plans in close cooperation with the SPM.
- Responsible for trouble shooting related to the construction work.
- Provide monthly construction progress reports using the provided templates.
- Perform other tasks that may be required by the Shan Program Manager.
- Work closely with other teams & ensure holistic project

Position Requirements

- Engineering degree in Civil or Diploma in Civil plus comparable working experience in the construction sector.
- At least 3 years of relevant working experience, ideally in development and or humanitarian project.
- Working experience in Emergency response is an advantage
- Working experience in school construction, installing water supply system and the construction of WASH (Water Supply and Sanitation) facilities for rural and IDP camp is essential. And also experience in assessments of WASH in school and community
- Experience with tender selection process and transparent procurement principles
- Good understanding of the local context in the project area and willingness to travel to the field
- Experience in engaging and liaising with communities, sub-contracting companies and government departments
- Experience in conducting O&M training to communities is in advantage.
- Experience in inspection and monitoring of construction for quality control.
- Proven reporting and monitoring skill
- English skill (oral and written) is in advantage.
- Relevant IT and management skill
- Knowledge of technical drawing software
- Good interpersonal skills
- Good communication and leadership skills
- Being able to work efficiently, under pressure and adapt to difficult conditions.

The organization applies a zero-tolerance policy towards Fraud and Corruption.
The organization is committed to a diverse and inclusive environment. Women, ethnic minorities and persons with disabilities are encouraged to apply.

In line with the organization's policy on Protection of Sexual Exploitation and Abuse, successful candidates will be required to undergo PSEA training and agreed to abide by the policy.

APPLICATION PROCESS:

Interested candidates should apply by submitting their full CV, cover letter and contact details of 3 Referees by email to: recruitment.mmr.2024@gmail.com. Please use subject heading: "Ref: Vacant Position-Civil Engineer-Nyaung Shwe."

Deadline for applications: **Open until 16.5.2025**

We regret to inform you that only shortlisted candidates will be contacted for interview.

Due to the urgent need to fill this position, qualified candidates may be contacted on a rolling basis before the application deadline.

"Our organization is committed to providing a transparent and fair recruitment process. As part of this commitment, we guarantee that no fees will be charged at any stage of the recruitment process"