



Terms of Reference (ToR)

Job code: HF05090921

Tuesday, 21 September 2021

Job Title: Rehabilitation technical assistant

Duty station: Syria - Afrin

work nature

Full-time

Line Manager: project manager

Number of vacancies required: 2

About Horan Foundation

Horan Foundation (HF) is a non-governmental, non-profit making, national organization. It was established in May, 2012 in response to the humanitarian needs resulting from the current situation and the humanitarian crisis in Syria to alleviate the suffering of the Syrian people. HF operates in different sectors, implementing various projects and programs.

Job Details

Job Summary:

The Rehabilitation Technical assistant is expected to undertake the following tasks:

The Rehabilitation Technical assistant is responsible, under field engineer, for implementing assistant (HF) shelter rehabilitation programming, including site assessments, coordination and consultation with relevant local authorities / stakeholders, development of BOQs, overseeing vendor identification, certifying program deliverables and management of field-level staff. The field Engineer will represent (HF) at the field level and ensure the smooth implementation of quality programming that meets the needs of identified beneficiary community.

Main Responsibilities and Tasks :

1. Participate in community meetings with field staff and other project management unit staff in (HF) to assess shelter needs in targeted villages.
2. Provide overall technical assistance to (HF) shelter units rehab projects, from their planning to their implementation and monitoring
3. Assess damage / capacity of shelter units
4. Identify works required and prepare designs and cost estimates
5. Supervise work by contractors and/or direct implementation
6. Liaise with shelter ownership and inhabitants to communicate and confirm all project deliverables
7. Responsible to ensure contractors work in compliance with technical specifications and quality standards
8. Monitor and evaluate performance of service providers
9. Ensure all technical inputs and cost estimates related to the construction components are accurate
10. Support the Supply section in all tender exercises for the procurement of construction services
11. Prepare weekly reports and maintain the relevant project records

Qualifications / Technical Skills:

- An engineering institute degree or a bachelor's degree in civil or architectural engineering
- Good knowledge and experience of civil and construction works and implementation finishes
- Good command of related software applications (word processors, spreadsheets, AutoCAD and similar civil or architectural engineering programs, etc.)
- NGOs experience preferred
- good English skills preferred
- Experience with Microsoft Office
- Excellent interpersonal and problem-solving skills, creativity and flexibility
- Minimum 3 years of professional experience with practical, hands-on construction supervision experience; 1 year of experience in emergency response or humanitarian relief preferred
- Experience in community mobilization / community monitoring sites, coupled with the ability to address and manage all aspects of monitoring of a construction
- Experience in managing and supervising construction works in the public and private sector
- Excellent and proven experience in dealing with contractors and local partners
- Proven abilities in managing teams, monitoring staff performance, and providing technical support and coaching to field teams
- Prior experience in developing program implementation workplans, data collection and analysis, and program reporting

Interpersonal, Communication and Coordination Skills:

- Excellent negotiation and problem-solving skills;
- Ability to cope with a challenging and constantly-evolving humanitarian work environment, often under pressure;
- Ability to establish and manage effective working relationships with colleagues, managers and external partners, other I/NGOs, and community representatives;
- A strong commitment to humanitarian relief and disaster operations;
- Flexibility.