



Job Announcement

Civil Engineer - One Post

Sittwe , Pauk Taw, Mrauk U Township, Rakhine State

The Lutheran World Federation (LWF) Myanmar is an international non-government organization serving the people of Myanmar since 2008 after Cyclone Nargis. Currently LWF is facilitating rights-based empowerment process in 50 villages of Bogalay, Dedaye, Pyapon, and Twantay Townships of Ayeyarwady and Yangon Region; 36 villages of Mindat and 20 villages in Matupi Township, Chin State and 32 villages of Kyarinnseikgyi, Pharpun and Hlainbwe Townships in Kayin State. LWF is assisting the IDPs, host communities and nearby villages of Sittwe, Mrauk U and Pauktaw Township in Rakhine State to improve children's access to education. LWF also works with Camp Management Committees (CMC) of 11 camps in Sittwe and Pauktaw Townships. Mainstreaming community based psychosocial support; gender; environment; fire-safety and protection are integral part of the program.

The working approach of LWF is Rights Based Empowerment, Working with the Government Structures and Integrated. The strategic objectives of LWF are DRR, Emergency Preparedness and Response, Sustainable Livelihood, Community-led Action for Justice and Peace and Quality and Sustainable Practices and Programs. It's values such as Dignity and Justice, Inclusion and Participation, Respect for Diversity, Accountability and Transparency, Compassion and Commitment guide the work.

LWF Myanmar is dedicated to promoting children's rights and ensuring that their welfare and physical security are recognized, safeguarded and protected in accordance to UNCRC; and international, regional and national standards. LWF Myanmar commits itself to creating and maintaining an environment which promotes its core values and prevent children from physical abuse, neglect, emotional abuse and sexual abuse. Employees are expected to adhere to LWF Child Protection Policy and safeguard children.

Job summary

The Civil Engineer shall be one of the members of LWF Project Management Team (PMT) in Sittwe. She/he shall be responsible in planning, implementation and monitoring of all infrastructure activities as when required by other units and decided by the PMT. The Civil Engineer shall represent LWF in relevant Clusters/Sectors/Agencies and coordinate & collaborate. The Civil Engineer shall liaise with Government line departments on construction and other matters.

The Civil Engineer shall follow the Civil Engineering norms of the Government of the Republic of Union of Myanmar. She/he shall work closely with Camp Management Committees (CMC) and Host communities in an accountable manner.

Major Responsibilities:

Project selection

- Identify the projects in working area as development needs of the community.
- Assist to Project Management Committee to select viable project from technical perspective.
- Assess the project and prepare brief project concept and submit to PC.

Designing, BOQ and Estimates

- Do survey and design with CMCs, host communities and other communities as appropriate.
- Prepare assessment forms and orient Shelter Supervisors to conduct assessment of shelters and infrastructures' repair and maintenance in consultation with CCCM or unit staff, CMCs and cooperation of Incentive Workers where available.
 - Coordinate survey and design with unit staff, Government authorities, and humanitarian & development agencies in the camps and outside.
- Prepare bill of quantity (BOQ) with full specifications and estimate.
- Submit survey, design, BOQ and estimate documents to the Project Coordinator and PMT for approval.

Participation in procurement

- Be one of the members on construction related procurement committee.
- Assist procurement/logistics staff to prepare required tender/quotation documents compliance with LWF Procurement Policy.

Construction

- Prepare procedures to be followed for each construction activities including participation of stakeholders so that the respective CCCM or unit staff is able to explain the same to the concerned stakeholders.
- With the IDPs, CMCs, host communities and other communities do layout of the construction work.
- With the IDPs, CMCs, host communities and other communities conduct quality verification of the construction materials.
- For quality assurance conduct regular supervision of the construction works and advise LWF unit staff, contractor, IDPs, CMCs, host communities and other communities accordingly.
- Orient Shelter Supervisors and CCCM or unit staff on engaging CMCs, incentive workers and communities to monitor construction works.
- Prepare running bills, inform IDPs, CMCs, host communities and other communities and submit to the Finance unit for payment.
- Prepare final technical report, as appropriate inform IDPs, CMCs, host communities, other communities and submit to the Project Coordinator and respective unit head.
- Prepare final bills for payment/advance settlement and submit to Finance unit for payment.
- Prepare document for “public audit” to be conducted by CCCM or unit staff responsible for the camp.

Training

- Train Shelter Supervisors, Incentive Workers, and communities so that they increase knowledge on civil works principles.
- Where appropriate coach Shelter Supervisors to prepare BOQs.
- Coach skilled laborers and Shelter Supervisors on efficient construction skills.

Record Keeping

- Maintain hard copy central filing of all infrastructure related documents to ensure easy access to all.
- Maintain softcopy of all infrastructure documents and share with Project Coordinator on weekly basis.

Supervision

- Supervise LWF Shelter Supervisors.
- Be primary responsible for quality of all infrastructure works.

Government liaison, Cluster meetings and other coordination/linkages

- Attend regular meetings of Shelter Cluster, WASH Cluster and other sectors/clusters as required.
- Liaise with respective Government departments (Education, RRD, District Administration, Township Administration, Land Office, State Government & others) for infrastructure related issues.
- Liaise with UNHCR, UNICEF, and other donors for infrastructure related issues.
- When requested assist Project Coordinator for continuous good working relationships with Sittwe Relief and Resettlement Department (RRD), State level Emergency Coordination Center (ECC) and related state level government counterparts.

Others

- Be familiar with LWF policies and guidelines
- Any other duties that may be assigned by the supervisor or his/her designate.

Supervisory role: Supervises Assistant Engineers

Qualifications and Experience:

- Relevant Bachelor Degree (Bachelor of Engineering in Civil or B.Tech Civil or related)
- Two years' experience in civil works design, estimation, supervision, preparing technical report and bills

Other qualities:

- Eagerness to work with people and willingness live in remote villages
 - Believes in respect to all and desire to learn from the people and teach them
 - Ability to speak read and write in English
 - Computer skills – MS Office, Excel and AutoCAD preferable
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LWF Myanmar has immediate vacancy for this position. Therefore, Myanmar citizens fulfilling the above requirements are requested to submit an application letter; full CV; copy of NRC; a recent photo; name and contact details of 3 references (one reference must be from current employer); your email and / or telephone number and address. Applications not containing these documents will not be shortlisted.

Lutheran World Federation is an equal opportunity organization, and qualified women are encouraged to apply.

For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org>

Applications can be submitted via email hr.lwf.mm@gmail.com and at any one of the following Lutheran World Federation Myanmar offices.

1) LWF- Yangon Office

No.11, Kan Street, (6) Ward, Hlaing Township, Yangon.

2) LWF– Sittwe Office

House No.278, Thit Sar Street, North San Pya Ward, Pyi Taw Tar Quarter, Sittwe, Rakhine State, Myanmar

3) LWF – Chin Office

No.552, Tha Khin Aung Min Street, West Ward, Mindat Township.

4) LWF – Kayin Office

No. 6/833, Corner of Sein Si Mya Street and Hpa Yar Street, 6 Ward, Hpa An Tsp.

5) LWF– Ann Office

No. (16), Yadanar Street, 5 Ward, Ann Township.

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Note: Only shortlisted candidates will be contacted for written test and interview. The shortlisted candidates have to bring the updated education certificates for interview and certificates documents don't need to attach the in your application form.

Application Deadline: 2nd October 2018; 5:00 pm