

TITLE: Civil Engineer Officer	
TEAM/PROGRAMME: LV Beni Suef Office	LOCATION: Beni Suef
GRADE: 4	CONTRACT LENGTH: National Staff – FTA 6 Months
<p>CHILD SAFEGUARDING: (select only one) Level 3: the job holder responsibilities will require having frequent contact with or access to children and/or young people (e.g. once a week or more).</p>	
<p>ROLE PURPOSE: Save the Children implements the USAID funded Literate Village program. The Program Goal is All women and primary school aged children in targeted villages possess the necessary literacy skills for continuous learning and self-improvement. Results: Quality of reading instruction for rural primary school aged children increased; and rural mothers' ability to contribute to their children's primary education increased. One of the main objectives of LV is improving the learning environment in the community school, The Civil Engineer plays a technical role to support the LV team to implement the community schools' refurbishment. This position is responsible for providing technical leadership to ensuring that the schools refurbishment assessment and implementation are complying to SCI and donor requirements.</p>	
<p>SCOPE OF ROLE: Reports to: LV governorate manager Staff directly reporting to this post: (No official direct reports) FIELD Travel: the role holder is expected to spend at minimum 85 % of his/her time in the field Budget Responsibilities: Non</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <ul style="list-style-type: none"> • Develop standards set of quality criteria of project maintenance model that will be applied on all schools supported by the project. • Assessing the maintenance needs for each school against standard set of criteria and develop a project maintenance plan in coordination with relevant LV staff. • Coordinate with the Governorate manage to set the implementation strategies that in line with SCI policies and procedures and cope with the nature of communities and human resources of the project. • Set the estimated costing plan for each individual school. • Monitoring the implementation on the ground and ensure that all processes are consistent with donor, WASH and gender standards to facilitate access, safe and quality of education, • Train the PNGOs / CDAs staff on the process of the schools' refurbishment and their roles in each step. • Support PNGOs to review the assessment refurbishment needs for community schools, • Review and verify the pills of quantities for the refurbishment work for each individual school. • Mentoring visits to ensure the quality of work and sharing feedback for improvement. • Oversees and approve the handing over process for all schools. • Documentation of all processes and activities for schools` maintenance. • Develop monthly environmental mitigation plan for the maintenance work as per the USAID requirements and getting sure that all the work done are considering the environmental mitigation gridlines, • Coordinate with communication assistant for the audiovisual documentation for the school's maintenance work including before and after profile. 	

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance, and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same.
- Widely shares their personal vision for Save the Children, engages and motivates others Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
- Values diversity sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

Bachelor's degree in civil engineering is required

EXPERIENCE AND SKILLS:

- 3 years' experience working in building and renovation.
- Significant experience in bidding revision
- Experience working with building of the public education system in Egypt is a value add.
- Familiarity with the Egyptian education building codes and standards
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Highly developed facilitation and capacity building skills.
- Fluency in Arabic and good communication and writing skills in English language are required.
- Commitment to Save the Children's values.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: LV

Date:

JD agreed by:

Date:

Updated By:

Date:

Evaluated:

Date: