## **MOJAZ Foundation**

Job Title: Field Engineer

Reporting to: Project Coordinator

Job Status: Fixed term contract for 3 months
Duty Station: Field Office Shaheed Benazirabad

#### **Job Summary:**

 Purpose of the job is to Provide support to mobilization team in identification, verification and final selection of beneficiaries for site selection of hard component of the project as per Detailed Implementation Plan of the project and project strategy

### **Duties and Responsibilities**

- Material inspection and ensuring only approved supplies are properly stored at warehouse
- Provide orientation to all the beneficiaries on ways to use shelter kit for shelter installation
- To provide technical support to skilled labours, community activists and/or beneficiary households of the project during the project tenure by daily field visit
- To maintain the quality and quantity of project's materials supply during the course of the project by daily field visit
- To maintain labour documentation as per requirements of the project during the course of the project (If required)
- Take necessary steps for timely completion of assigned project target during the course of the project
- Any additional task assigned by the supervisor.

# Performance standard

- Check the local market for materials unit rates , labour rates and provide realistic estimates of the proposed shelter activities
- Prepare and provide technical documents like technical feasibility, designs, drawings, BOQs and other relevant estimates
- Provide detailed materials list for the project activities with required number and specifications as per approved BOQ/estimates and drawings of the project to the logistic unit for incorporating in tender documents
- Practically support field staff in technically feasible site selection for shelter's construction, layouts on compacted elevated plate forms
- Support field staff in incorporating relevant protection, DRR and environmental parameters during the execution of shelter construction

## **Skills/Qualification/Experience:**

- 03 years Diploma in civil engineering
- Minimum 01-02 years' relevant experience as Sub engineer preferably in NGOs/INGOs
- Must have enough knowledge of designing and implementation of Disaster Resilient Construction System, Sphere Standards, Protection principles and awareness regarding updated National Shelter Cluster recommendations
- Ability to motivate community regarding active participation in project activities
- ❖ Ability to work under pressure often to strict deadlines

- Fluent English, Urdu both oral and written skills
- Must have computer literacy specially MS offices and Auto Cad or relevant engineering soft ware
- Poses good communication and interpersonal skills
- Good report writing skills
- Must be gender sensitized and respectful for local norms

# Documents that must be received copies, signed and hold:

- Program Participants Protection Policy (P4)<sup>1</sup>
- ❖ Hard and soft copy of the approved project proposal, drawings, BOQs etc.

## **Accountability:**

Accountable as per above mentioned duties and Responsibilities as well organization's rules regulation

#### Authority:

As per duties and responsibilities and organization's rules regulations

Performance Standards: Mentioned above against each duties and responsibility respectively

# MOJAZ Staff Code of Conduct and Programme Participant Protection Policy of Concern

MOJAZ Foundation has a staff Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of MOJAZ staff, consultants, visitors to the programme and partner organizations, and the standards of behaviour expected from them. In this context staff have the responsibility to the organization to strive for, and maintain, the highest standard in day-to-day conduct in their workplace in accordance with MOJAZ's core values and mission.

Any candidate offered a job with MOJAZ Foundation will be expected to sign the Programme Participant Protection Policy of CONCERN and the MOJAZ Staff Code of Conduct as an appendix to their contract employment.

Any breach of MOJAZ Staff Code of Conduct or the Programme Participant Protection Policy by employees of MOJAZ Foundation during the course of their employment will result in disciplinary action up to, and including dismissal.

Name (Employee)	Signature	Date	
Name (line Manager)	Signature	Date	