

JOB DESCRIPTION
JOB TITLE: CONSTRUCTION ASSISTANT

POSITION	Construction Assistant
REPORTS TO	Program Manager
LOCATION	National Office
PURPOSE	The Construction Assistant take responsibility to coordinate, lead and supervise construction processes are carried out technically correct and efficient through visiting and monitoring the building site(s) daily and works closely with skilled laborers, home-partners and related partners at community level in order to achieve annual plan and project goal. This position will work closely with Program Manager, field team, to build simple, decent and affordable house, latrines, or water pumps for the needy family and communities.
DIRECT SUBORDINATES	Building Sites Coordinator
DUTIES	<ul style="list-style-type: none"> • In cooperation with Program manager to design, low cost decent house design and implement it accordingly. • Work with program staff in enabling community people (Home Partners) to start their living with family development and collaborate with Project Officer to assist Area manager in providing Project Training Orientation and encourage with motivation to dream, save and build decent, affordable house. • Work closely with the Construction Team to monitor, supervise and maintain a list of all houses currently under construction, indicating the progress of each house with respect to meeting the inspection requirements. • Prepare construction plan ahead and review the plans with Project Officer on specifications, and construction sheets in order to get all involved people aware of the plan and be familiar with the steps to be taken before construction started. • Be creative to brainstorm/meeting or workshop with construction committee at grass-root level in obtaining ways to build and repair house at the lower cost and in the shortest time possible; propose technical new ideas obtained from community to Area Manager for further follow up. • In cooperation with Construction Team to design, low cost decent house design and implement it accordingly. • Facilitate and organize Home-Partners to fill out house construction agreement and obtain the signatures from all related parties before construction begins. • Work with program staff in enabling community people (Home Partners) to start their living with family development and collaborate with Project Officer to assist Area manager in providing Project Training Orientation and encourage with motivation to dream, save and build decent, affordable house. • Work closely with the Construction Team to monitor, supervise and maintain a list of all houses currently under construction, indicating the progress of each house with respect to meeting the inspection requirements. • Prepare construction plan ahead and review the plans with Project Officer on specifications, and construction sheets in order to get all involved people aware of the plan and be familiar with the steps to be taken before construction started.

	<ul style="list-style-type: none"> • Be creative to brainstorm/meeting or workshop with construction committee at grass-root level in obtaining ways to build and repair house at the lower cost and in the shortest time possible; propose technical new ideas obtained from community to Area Manager for further follow up. • Develop construction checklists and to be reviewed by the construction committee from time to time to determine problem areas, if necessary appropriate changes shall be made to the list. In the longer term, the evaluation includes consideration of homeowner feedback, cost over-runs and other construction problems. • Assist coordination and organize house dedications after the house 100% completed and transferred to homeowners. • Assist Project Officer/Affiliate Officer and community mobilizers from time to time to collect information from community through PLA/PRA methods, household survey and secondary data for project baseline information, Project planning and Project evaluation. • Build good relationship with community people, local authorities through networking day by day in assigned community. • Coordinate and conduct regular meeting with Construction Committee, mobilizers and home-partners to discuss on any issues or problems related to construction that may have encountered while construction is ongoing, then action can be taken on time or make report immediately on the problems to Area Manager for further action when necessary. • Prepare monthly accomplishments, implementation report and submit to Area Manager by 25th of the month. • Perform other duties as assigned by supervisor(s).
QUALIFICATIONS	<ul style="list-style-type: none"> • University degree or Certificate in construction, in Civil Engineer or Architect is required. • At least 2 years of work experience in development organizations in community and rural development, program management, partnership and housing
<u>KEY PERFORMANCE MEASURES / INDICATORS</u>	<ul style="list-style-type: none"> • HFH Côte d'Ivoire is committed to providing a safe and healthy work environment on all work sites. Our goal is for ZERO accidents. Mobilizers, home-partners, and volunteers are understood the Construction Safety guide. • Building site, construction materials and construction tools are prepared on time by sub-contractors and other relevant stakeholders. Construction materials are properly managed. • Build good relationship all stakeholders from planning, preparation, actual construction and post construction. • Independently manage various stakeholders' expectations. • Accurate and thoughtful reports are sent on time.
EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES REQUIRED	<ul style="list-style-type: none"> • Uphold Habitat for Humanity Vision, Mission Statement and Mission Principles. • Analytical, evaluation and report writing skills. • Experience in house construction and working with the poor at least two years with NGOs or private company. • Be creative and ability to design low cost house design (simple, decent, affordable house).

	<ul style="list-style-type: none"> • Good Communication and Facilitation skills in French. Good command in English • Ability to work independently, under pressure and after hours as required. • Computer proficient in Ms. Word and Excel, Internet and E-mail, and AutoCad. • Willing to work as a team, honest and trust worthy person. • Must be able to travel long distance with project motorbike
<p>OTHER INFORMATION</p>	<ul style="list-style-type: none"> • Be flexible to work long and odd hours, including weekends • Confidentiality • Honesty • High levels of integrity