

<b>Title: Construction Coordinator</b>	
<b>TEAM/PROGRAMME:</b> Program Operations	<b>LOCATION:</b> Surkhet Field Office, Surkhet
<b>GRADE:</b> 3	<b>CONTRACT LENGTH:</b> One year, renewable
<p><b>Child Safeguarding</b> Level 3 - the responsibilities of the post holder may require having a regular contact with or access to children or young people because the position holder works in the implementation of the country programme and are visiting programme frequently.</p>	
<p><b>ROLE PURPOSE:</b> Save the Children is the leading independent organization for children. We save children's lives; we fight for their rights; we help them fulfill their potential. We work together, with our partners from civil society and government, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.</p> <p>The Construction Coordinator will be responsible for overall technical aspect of infrastructure related projects including emergencies response projects under Surkhet Field Office. S/He will also provide technical assistance to partner NGOs, ensuring the high quality of implementation by maximizing the impact as per the country strategy and annual plans.</p>	
<p><b>SCOPE OF ROLE:</b>  <b>Reports to:</b> Head of Field Program Operations, SFO  <b>Dotted technical line management:</b> Construction Manager, CO Kathmandu  <b>Staff reporting to this post:</b> NA  <b>Scheme of Delegation:</b> \$ 1000 or as per the SOD</p> <p><b>Role Dimensions:</b> The position holder will be responsible for overall leadership of Infrastructure related activities of SFO as well as emergencies response under SFO. S/He will also provide technical assistance to partner NGOs and GOs, ensuring the high quality of implementation by maximizing the impact as per the country strategy and annual plans. The position holder will works together with PM/BH, TM, Finance, Supply chain, advocacy, communication, campaigns and media, MEAL, safeguarding and partnership team at Field office to synergetic implementation of infrastructure related work in SFO.</p> <ul style="list-style-type: none"> <li>• <b>Internal:</b> Coordination and consultation with municipality/district, field and Kathmandu project manager/ budget holder, thematic team for effective project design, planning, thematic integration, cross-learning, and execution required.</li> <li>• <b>External:</b> Represent SCI with relevant government offices and partners in the municipality, district, province and national for cross learning, collaboration, and sharing of project best practices.</li> </ul>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <p><b>Ensuring Coordination and Quality of Programs / Projects</b></p> <ul style="list-style-type: none"> <li>• Assess and locate proposed construction sites in project areas and make recommendations to the program management team, based on consultation with communities and local authorities.</li> <li>• Provide strategic and clear direction/guidance in planning and budgeting of renovation and construction work in accordance with the guidelines, framework, policies and country strategy plan.</li> <li>• Provide strategic guidance to partner organizations in designing cost effective and result oriented program in collaboration with the local government for immediate and long lasting changes in the lives of children.</li> <li>• Ensure and review that the plans and budget submitted by partner organizations are in line with SC's standard, SC member's priorities and align with the Government's national priority plan &amp; policies</li> <li>• In coordination with thematic teams, ensure that Partner organisations conduct effective</li> </ul>	

consultation with the intended beneficiaries and community members and local authorities to identify an appropriate intervention considering needs of different groups (ethnicity, gender, age, and disability), local context, availability of supplies and programme resources, and capacity of beneficiaries.

- Support in the review and/or elaboration of designs and that the working and detail drawings meet the conditions and specifications drafted in the National building code, commonly applied standards and guidelines for construction related activities of the relevant sectors.
- Prepare design, Bill of Quantities (BOQ), cost estimate and work schedule as required.
- Ensure that the project/s documentation, consisting of design & drawings, Bill of Quantities, estimation and specifications, are in line with Save the Children construction guidelines and quality benchmarks.
- Closely coordinate and support the Infrastructure manager so that the project documentation of new building construction facilities is approved by the line Government ministries and departments as per need.
- Ensure the quality construction materials and standard of renovation, reconstruction and construction work.
- Provide technical support and guidance to the partners as per the requirements in quality and timely delivery of renovation, reconstruction and construction works.
- Conduct regular assessments to all reconstruction and renovation work and identify improvements and site protection works to make safe structures for children.

#### **Project Implementation**

- Ensure that the partner implements the plan & budget as stipulated in the detail implementation plan and phased budget, and provide support for recovery plan if required to achieve the result.
- Ensure adequate managerial and technical support to the partner organizations to implement detail implementation plan and phased budget.
- Support to prepare the Standard Operating Procedure (SOP) for the infrastructure implementation projects.
- Ensuring programs accountability through implementation of SC policies and procedures and reporting in line with SC and donor requirements as per request (i.e. disaggregated data of beneficiaries, SOVs, etc.).
- Ensure the infrastructure works fully implement in the lens of safeguarding lens and explore various approaches and precautions to mitigate the possible harm to children and beneficiaries.

#### **Project Monitoring**

- Closely monitor the budget vs. expenses on a monthly basis and ensuring that all expenditures are in line with the assigned estimated budgets and as per SC and donor policies and procedures, particularly in construction related work.
- Proactively monitor the progress against planned activities and results and suggest corrective actions if required for achieving the target results.
- Timely communicate the information regarding potential risks and deviation and delays of the proposed activities.
- Conduct regular field visits with appropriate monitoring and supervising tools and checklists, including discussions with beneficiaries on program effectiveness, and provide feedback and suggestions on improvements to the partners.
- Conduct the review of progress made by the partner organizations on quarterly basis and identifies the areas where they need to improve in terms of capacity building, cost efficiency, efficient use of staffs and help them to make necessary changes in their original plans if required.

#### **Project Reporting**

- Ensure that the technical partner staff conducts analytical discussion on project reports before submitting to line managers.

- Provide regular update reports to project focal person and the Infrastructure Manager about the progress of the implementation of each Infrastructure related project for the assigned district/s.
- Ensure accurate, timely reporting and coordination with government counterparts and other stakeholders on progress, planned activities and impact as required.

**Capacity Development of SC, Partners and Stakeholders**

- Strengthen capacity of the partner staffs for quality implementation of reconstruction, renovation and construction work of the project through hands on coaching, and guidance.
- Lead on capacity building of SC and partner staff through coaching, mentoring and training
- Ensure “lesson’s learned in construction” are documented and shared.

**Partnership Management and Project Compliance**

- Ensure the partner organizations maintained transparency and social audit of renovation/reconstruction/ construction work.
- Work closely with local government and partners for quality implementation of renovation/reconstruction and construction work the agreed plan and activities.
- Comply with all relevant Save the Children policies and procedures with respect to child protection, health and safety, equal opportunities and other relevant policies.
- Ensure adequate technical and managerial backstopping to the Partner Organizations to enhance their organizational capacity for better performance.
- Ensure smooth relationship with Partner Organizations during program/project period maintained.
- Ensure smooth management of partnership with NGOs, private sector and government line agencies.

**Coordination, Collaboration, Communication and Networking**

- Maintain regular communication and coordination with relevant team members the common Approaches to SFO and partner team for quality, and timely accomplishment of the work.
- Enhance Coordination linkages/networking with government agencies and likeminded organizations for effective implementation of programs, policy advocacy and sharing of best practices.
- Maintain close relation with thematic and project focal person and identify areas to work collaboratively to bring synergy.

**Representation**

- In coordination with the line manager represent Save the Children at local, district, provincial, national, international levels and humanitarian community when and if required.

**Occasional Significant Duties**

- Represent SC within district, Palika, provincial level infrastructure related meetings as per need
- Manage the visits, work as a resource person with different external visitors.
- Supports Save the Children’s dual mandate of development programmes in emergency preparedness and response for children.
- Support field office on the tasks/ responsibility given by Supervisor in adhoc/need basis as and when required.

**SKILLS AND BEHAVIOURS (our 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 others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically.

**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

**QUALIFICATION AND EXPERIENCE**

- Master's degree in related Social Science along with minimum 3 years of relevant work experience or Bachelor of Engineering with 5 years of relevant work experience.

**ESSENTIAL:**

- Strong project/program development and overall project management skills
- Higher degree of taking initiatives and has ability to work independently.
- Strong leadership and managerial capability.
- Proactive and assertive
- Sound interpersonal skills with ability to work in a multi-cultural environment.
- Proficiency in writing technical and programmatic reports that document program directions and results.
- Partnership Management (both government and non-government) skills
- Ability to work in a stressful and changing environment with limited resources

**Skills**

- Interpersonal communication and coordination
- Leadership & management
- Program designing
- Advocacy & lobbying
- Negotiation
- Resource mobilization
- Reporting writing and analytical skills
- Training, coaching, & mentoring

**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.

**Safeguarding obligation:**

We need to keep children, adult at risk and community safe. The position holder is responsible to ensure that The position holder conduct is in line with the SCI's Safeguarding policies. Hence our selection

**SAVE THE CHILDREN INTERNATIONAL  
ROLE PROFILE**



process includes rigorous background checks, reflects our commitment to the protection of children, adult at risk and community from abuse, exploitation, and harassment.

**Health and Safety:**

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

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

<b>JD written by:</b>	<b>Date:</b>
<b>JD agreed by:</b>	<b>Date:</b>
<b>Updated by:</b>	<b>Date:</b>
<b>Evaluated:</b>	<b>Date:</b>