

Job Description For Ad Posting

Position Name	Technical Coordinator
Reports to	Deputy Manager- Programs (Khed, Pune)
Location	West Block Office, Pune
Supervises	N/A

About Habitat:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global nonprofit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 38 million people by helping them build or improve a place they can call home, build improved sanitation units and provide humanitarian aid and disaster resilient shelter solutions in the aftermath of natural disasters.

Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower.

To learn more, donate or volunteer, visit www.habitatindia.org

Position Purpose:

The Technical Coordinator (Site Engineer) will extend necessary support to the LG India Project team at the field level to ensure quality construction of the Houses and Household Toilets. The Technical Coordinator will prepare a plan for continuous monitoring and support, to enable the contractor to abide-with the agreed BoQ and for the use of quality materials. Any changes in the design or in the suggested use of materials need to be brought into the notice of the Deputy Manager- Technical, West Region, a formal confirmation is essential to change the specification/use of materials.

Key Responsibilities:

Construction supervision and coordination

- Monitor day to day construction activities and document the same in the suggested reporting template.
- Ensure sorting out the technical difficulties faced by the contractor & make sure that work should not stop because of any technical unresolved issues.

Construction Quality, consistency and timeliness

- Ensure use of quality materials and proper workmanship in the sites. Wherever needed corrections are to be done and report the same to the supervisor.
- Ensure to carry-on all the technical / construction related works as given in the BoQ, and as per the guidance of the Technical/Program team- West region.

Reporting and Documentation

- Technical reporting will be to the Deputy Manager-Technical and program reporting to the Deputy Manager-Program of West Region using the weekly and monthly reporting formats.
- Ensure preparing technical reports during the construction stages with findings and recommendations, share with the Deputy Manager-Technical for review and further sharing with the contractor(s) for compliance.
- Coordinate & support the Program Implementation Team and the internal departments for all technical matters in the project.

Capacity Building and strengthening

- Conduct need base meetings with the contractor and masons/skilled worker to enhance the quality of the work and helping them to abide with the BoQ and design.
- Any feedback, complaints and suggestion from the home owners need to be proactively addressed in coordination with the Deputy Manager-Programs.

Security and Safety Standards

- Ensure implementation of safety and security norms following the Habitat India protocol and guidelines.
Conduct periodic session on safety standards and security among the home owners and workers and prepare a report.

Skills, Qualification, and Experience

Minimum:

- BE - Civil Engineering or Diploma- Civil Engineering
- 3-5 years of experience in construction work supervision

Qualifications (Knowledge and Competencies):

- Computer skills – MS Office (Word, Excel, Power point, Outlook)
- Proficiency in English is compulsory
- Excellent communication skills in Hindi/Marathi
- Demonstrated ability to perform under pressure
- Willingness and able to travel extensively in programmatic areas to monitor progress.

Preferred – in addition to minimum:

- Past experience of construction work supervision and reporting
- Should have own bike and driving license

Interested candidates should submit their application to recruitment@hfhindia.org with the subject line “APP: Technical Coordinator_Last Name, First Name”.