

## **Job Description**

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| <b>Position Name</b> | : Technical Coordinator                                            |
| <b>Reports to</b>    | : Manager-Program: Administrative<br>Manager-Technical: Functional |
| <b>Location</b>      | : Gummudipondi, Karjat, Dahanu                                     |

### **About Habitat For Humanity India:**

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity India began in 1983 as a grassroots effort. The housing organisation has since grown to become a leading housing nonprofit that has helped over tens of thousands of families in India build or improve a place they can call home.

Through its housing, WASH (Water, Sanitation, and Hygiene) and housing disaster resilience and response programmes, Habitat for Humanity India has positively impacted the lives of over 8.04 million people across the country. 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](http://www.habitatindia.org)

### **Position Purpose:**

The Technical Coordinator is responsible for the implementation of the construction activities in coordination with the project team and the selected contractors. The quality and timeliness is paramount in each of the projects. The Technical Coordinator will develop construction micro-schedule in coordination with the contractors and strictly monitor for consistency of the work and its timely completion. The Technical Coordinator will ensure that the contractors strictly follows the agreed BoQ and list of materials, any changes to the design or BoQ should have proper approval from the approving authority. Besides, the Technical Coordinator will extend support to the volunteering team for housing the domestic corporate and school team build activities. Safeguarding and Safety and Security standards of HFH-NO is to be adhered at all time in the sites.

### **Key Responsibilities:**

#### **Construction supervision and coordination (30%)**

1. Prepare construction micro-schedule for all the projects and discuss with the contractors. Monitor day to day construction activities and document the stage-wise constructions.
2. Coordinate with the households and the contractor(s), easing out any possibility of field level technical difficulties.
3. Share weekly status and findings with the contractor(s), ensuring construction milestones

#### **Construction quality, consistency and timeliness (30%)**

1. Monitor adherence of approved BoQ and list of materials by the contractors.
2. Monitor engagement of trained masons and skilled workers during the stage of construction.
3. Oversee and capture progress of work at each stage, and authenticate quality of construction.
4. Ensure construction standards in each of the projects, referring SOPs and Construction Management Guidelines.

#### **Reporting and Documentation (10%)**

1. Ensure weekly and monthly technical reporting updating the construction status of the projects.
2. Capture and record stage-wise photographs of the critical check points for future reference and sign-off.
3. Prepare preliminary stage-wise technical report for the release of instalments to the contractor(s).

4. Update the status of each of the houses and sanitation units with accurate measurement for technical audit.

#### **Safeguarding, and Safety & Security Standards (10%)**

1. Ensure implementation of safety and security norms following the Habitat India protocol and guidelines.
2. Conduct periodic session on safety & security standards among the homeowners and construction workers, and prepare a report for each project sites.
3. Support conducting safeguarding sessions among the homeowners and in the community.
4. Ensure strict monitoring of each project sites, follow highest standards of safety and security norms at all times.

#### **Support Volunteering Program (20%)**

1. Support hosting staff towards adherence of SOPs and Construction Management Guidelines.
2. Adopt/Adapt the construction safety manuals for volunteering program.
3. Prepare construction work schedule for corporate and school team build activities.
4. Support in executing the construction schedules and strictly coordinate with the program team to ensure safety standards.
5. Orient the volunteers on construction activities at the build sites.

#### **Education & Other Qualifications**

- BE - Civil Engineering (essential)
- Post graduation in construction management (desired)
- 3-5 years of work experience in large projects
- Experience of engaging with the community on construction activities

#### **Habitat For Humanity India : Values**

- Humility: We are part of something bigger than ourselves
- Courage: We do what's right, even when it is difficult or unpopular
- Accountability: We take personal responsibility for Habitat's mission

#### **Safeguarding:**

At Habitat for Humanity India, we are committed to a culture of safeguarding and ensuring the safety and well-being of all individuals, especially children, involved in our programs. We uphold a strict zero-tolerance policy towards any form of harm or abuse. We expect all employees to adhere to our safeguarding behavioural code of conduct, prioritizing the best interests of the child and promoting a speak-up culture.

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Interested candidates should submit their application to [recruitment@habitatindia.org](mailto:recruitment@habitatindia.org) with the subject line **"APP: Designation – Location\_Full Name"**.