

Vacancy Announcement

Ref: MAUK-VA-018/2018

Post	Assistant Engineer
Location	Buthidaung/ Sittwe Rakhine State
Starting Date	As soon as possible
Duration	One Year Extendable Contract (Probation Period 3 months)
Report to	Engineer
Vacancy Opening Date	Aug 9, 2018
Vacancy Closing Date	Aug 23, 2018

MA-UK is an international non-profit non-governmental organization registered in Myanmar. We have been delivering aid to Myanmar since 2012. Our organization has been providing vital emergency assistance and long-term development projects to thousands of people in dire need of humanitarian assistance throughout Myanmar each year. Our areas of work include Education, Livelihood, WASH (Water, Sanitation & Hygiene), and Emergency Response.

Purpose of the position

Purpose of the position is to assist the Engineer for WASH infrastructure related activities, and planning and implementation of shelter and infrastructure projects.

Job Description

- To conduct and support in the planning and implementation of projects.
- To conduct surveying sites, preparation measurement statement and creating bill of material including quantities and cost.
- To perform design/drawing of WASH/ Infrastructure.
- To create schedule for the construction projects.
- To support in the contract processes, suppliers and procurement of certain materials.
- To assist contractors in interpreting and complying with technical designs and specifications.
- To support in the management of onsite contractor and client relations.
- Keep accurate records of material and labour costs incurred in the construction process
- Update the Engineer or Operation Coordinator on the progress of the project and contractors performance onsite.
- To ensure site/project documentation is maintained and regularly updated.
- To prepare site report for submission to Engineer and at the request of Operation Coordinator
- Maintain progress photo album.

- Ensure timely and technically sound planning (inclusive of targeting specific vulnerable populations under the project), implementation and monitoring of WASH/Shelter/ Infrastructure activities, including budget responsibility, in the assigned areas and other locations as agreed.
- Attends relevant cluster meetings in project areas and when required, in Yangon
- Ensure smooth day to day operation of work activities at the project site with oversight of hired labourers.
- Responsible for the supervision and of oversight of MA-UK field Assistants – Shelter/WASH.
- Ensure that the project environment is safe, free from any hazardous substance and report such any incident arising to Engineer.
- To ensure that construction projects are completed within planned cost and time
- Ensure change in project plan is executed by contractor accordingly.
- Ensure that the project is executed in compliance with local or state regulations and adhere to MAUK policy and procedures.
- Any other tasks assigned by line Manager.

Representation

- Participate in relevant cluster and other coordination and networking meetings.

Other

- Assigned any other duties/responsibilities commensurate to post.

Essential Skills

- Diploma or University Degree in Civil.
- At least over 2 years experiences in related work.
- Experience in UN/INGOs as an Asset.
- Demonstrate proficiency in written and verbal communication including delivering presentation skill.
- Must have creative mind and problem solving skill.

**Application should be sent to hr@mauk-myanmar.org
no later than 17:00PM, Aug 23, 2018**

Only shortlisted candidate will be contact, and inability to reply for phone queries.

Please mention the Ref: VA Number for your apply post.

Equal Opportunity &
Diversity Employer