



Quality Control Engineer Nepal Shelter Programme

JOB DESCRIPTION

NAME	
JOB TITLE & POSITION	Quality Control Engineer (QCE)
LOCATION	Ramechhap, Bijulikot (75%), Manthali 25%
REPORTING TO	PC and Senior Infrastructure Advisor
OVERALL PURPOSE	Working as an important member of a diverse team who are committed to serve those affected by the earthquakes in April & May 2015 with practical and compassionate care in shelter needs. The Quality Control Engineer plays an important role with the implementation of the Medair reconstruction assistance grants project at Bijulikot VDC. Medair provides the coordination, capacity building and advice to the local implementation partner in our projects. Medair provides project management, technical and monitoring support of the recovery and reconstruction activities.
PROJECT OVERVIEW	The recovery and reconstruction Programme in Bijulikot Village Development Committee (VDC) in Ramechhap District aims to improve the resilience and safe shelter conditions among earthquake affected households. To accomplish this, Medair with the help of Local NGO partner (CDS) will provide technical and financial support for the reconstruction of 310 private houses in wards three and six, and technical and materials transportation support for the construction of 953 house in the remaining seven wards of Bijulikot that have been destroyed by the Earthquakes in 2015. Additional technical assistance will be provided to repair and reconstruct household latrine facilities for those households to ensure improved access to sanitation. Reconstruction will take place through an owner driven approach to build back better. The technical and social mobilization assistance to homeowners will be complemented through community level PASSA training, mason training, community mobilization, and hygiene promotion.
FUNCTIONAL	
Internal:	Project Coordinator, Shelter Project Manager, Sr./ Shelter technical officers and project support team (comprising finance, logistics, and HR).
External:	Local governmental authorities, DLPIU structural Engineers, community key stakeholders, NRA, HRRP, DUDBC, CDS community mobilizers and sub-engineers

RESPONSIBILITIES:**General**

- Focal point for providing structural analysis, drawings and designs for the houses that needs to be retrofitted
- Ensuring quality of all houses that have been constructed in the assigned location.
- Uphold the humanitarian principles of humanity, neutrality, impartiality, and independence.
- Respect the Medair values at all times, both within and outside of working hours.
- Know, understand, and comply with Medair internal policies and procedures.
- Adhere to Medair Nationally Recruited Staff (NRS) Handbook and regulations.
- Work closely with all members of the team to provide the highest possible quality of Shelter intervention.
- Treat all beneficiaries and their relatives with respect and dignity.
- Be aware of approaching risks and assumptions and suggest necessary and appropriate risk management strategy in order to ensure that the programme is not affected by sudden onset of risks.
- Carry out needs assessment for all shelters that have already been reconstructed and need to be adjusted through correction/exception manual or need to be retrofitted.
- Serve as primary contact person for routine monitoring of shelter activities at the district and below levels and support surveys and evaluations as required.

MAIN ACTIVITIES

Major Duties

Design and Implementation of Retrofits

- Assess structural and non-structural earthquake vulnerability of the proposed buildings and prepare detailed retrofit designs. Assessments need to incorporate vulnerability factors associated with different types of buildings, as provided by the appropriate checklists given by the Seismic Retrofitting Guidelines of Buildings in Nepal (e.g., CORRECTION/EXCEPTION MANUAL for Houses that has been built under HOUSING RECONSTRUCTION PROGRAMME from NRA- Nepal, FEMA 310, "Handbook for the Seismic Evaluation of Buildings", and other relevant building codes).
- Analyse the structural capacity of houses which do not fully comply with government lists, but which may be found to have the required capacity. The structural analysis will be performed by hand calculations or in more complex cases using structural engineering design software (e.g., SAP2000, ETABS, etc.)
- Prepare structural details in CAD software (e.g., AutoCAD) and documentation of the retrofit designs.
- Perform a cost-analysis to ensure technically acceptable and economically viable retrofit solutions are achieved
- Provide trainings to Masons and technical person on effective ways of retrofitting.

Quality Control

- Develop and initiate a standard method for inspection of the houses that have been already constructed or are under construction to ensure compliance with the NBC.
- Develop sampling procedures, forms, and instructions for recording, evaluating, and reporting quality and reliability data.
- Carry out inspections of all quality related procedures on site, ensuring that activities are according to the approved inspection plan.
- Coordinate with shelter technical officers for inspection and meeting about quality problems including the closure of Non-Compliance Reports. Communicate quality control findings with the SPM, and monitor all activities related to Quality Management System.
- Prepare training materials and conduct training sessions on quality control activities to Medair shelter technical officers and Sub-Engineers of local partner NGO.
- Development technical manuals, guidelines and other technical documents in close coordination with the Senior Infrastructure Advisor at HQ.
- Document lessons learned and assist/advise in improving practices.
- Provide leadership to achieve the organizational outcome within specified timeframe for the shelter project.
- Provide input in strategic planning. Coordinate monthly/quarterly review meetings with Medair and CDS team, share knowledge on new innovations made, and lessons learnt for continuous learning and improvement.
- Ensure the implementation of planned quality control activities within allocated timeframe and available budget.

Site Supervision

- Perform progress and final inspection of shelter retrofits to ensure a high quality and completion of work. Follow up on any discrepancies to complete each shelter retrofit construction.

Communication

- Answer technical questions from the community in an understandable and clear way.
- Maintain appropriate, regular, transparent and supportive communication structures with the shelter team, with the objective of ensuring good cooperation and partnerships.
- Develop and maintain positive relationships with CDS, communities, government partners, community level partners and other stakeholders in Bijulikot VDC to implement proposed housing reconstruction project.
- Develop and maintain a transparent, honest and supportive communication structure with colleagues/partners and beneficiaries to ensure they are kept informed of base-related activities and requirements

PERSON SPECIFICATION:

QUALIFICATION / EXPERIENCE:	ESSENTIAL	DESIRABLE
Qualification	- Bachelors Civil Engineering degree from an accredited University in Nepal or other country - Excellent understanding and practical experience of structural analysis of buildings, retrofitting and inspection of structures	- Master's Degree in structural engineering field. - International building code comprehension, as well as DRR principles

Work experience	<ul style="list-style-type: none"> - Five years of professional work experience in Nepal which includes at least three years of work experience in structural analysis and design of buildings, including retrofitting - Hands on experience on stone mud mortar and RCC building experience -TOT certified on retrofitting training 	<ul style="list-style-type: none"> - Two years of professional work experience which includes work experience in structural analysis and design of buildings, including retrofitting - Experience working in a cross-cultural setting and/or not-for-profit organisation/ I/NGO setting
Languages	<ul style="list-style-type: none"> - Good Nepali (spoken and written) - Good English (spoken and written) 	- Knowledge of local language
IT	Computer literate with good working knowledge of Microsoft Office (Excel, Word, PowerPoint, Outlook), Structural Software (e.g., SAP 2000, ETABS, STAAD pro) and AutoCAD	Working knowledge of different computer software packages in engineering field.

COMPETENCIES	ESSENTIAL	DESIRABLE
Motivation	<ul style="list-style-type: none"> - Desire to serve others, in agreement with Medair's values - Enjoys a challenging environment and works hard to achieve objectives 	Enthusiastic, compassionate, self-motivated, proactive
Team building	<ul style="list-style-type: none"> - Team-player who enjoys working in a team setting - Display cultural, gender and political sensitivity in the workplace - Good inter-personal skills 	<ul style="list-style-type: none"> - Previous work experience in a multi-cultural team - Encouraging, supportive
Adaptability	<ul style="list-style-type: none"> - Capacity to work under pressure and manage personal stress levels - Able to live in very basic conditions. - Manage multiple tasks, set deadlines and plan work independently 	- Good knowledge of the local context and sensitivities
Technical expertise	<ul style="list-style-type: none"> - Problem solving ability - Able to organize community training/workshops and training independently by assessing the needs. - Good organizational skill with a strong attention to detail - Strong analytical capacity and ability to identify issues and use sound judgment in applying technical expertise to address a wide range of issues related to the earthquake and the safety measures. 	<ul style="list-style-type: none"> - Knowledge of humanitarian context - Experienced in programme planning, implementation, monitoring and evaluation.
Management & Leadership	Able to make decisions within a consultative and supportive framework	

WORK CONDITIONS	This position will be based at Bijulikot VDC of Ramechhap district. The candidate must be willing to work in a changing and remote environment where living conditions are basic. Working hours will be 08:30 to 17:00 for 5 days (Monday-Friday) but flexibility is expected based on the needs of the programme.
SALARY	According to Medair salary scale

JOB COMMITMENT	
Starting date:	1 st Dec 2017

Duration of commitment:	One year with possible extension, 3 months of probation period included
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APPROVED BY: (name of line manager)

DATE & LOCATION:

I have read and understand the job description

Name of staff doing the job

Date:

Send a copy of this signed JD Human Resource Department so that it can be joined to contract & included in the briefing pack and personnel file of the worker.