



Job Description

POSITION TITLE: Site Supervisor
HQ DEPARTMENT or COUNTRY PROGRAM: Pakistan
RESPONSIBLE TO: Program Manager
STATUS (Full time, Part time, Temporary):
SUPERVISORY CAPACITY:

DATE: February 25, 2011
GRADE:
EEO Code:
 Exempt Non-Exempt

DEPARTMENT/COUNTRY PROGRAM DESCRIPTION/MISSION

American Refugee Committee (ARC) International has been working in Pakistan since 2002 providing primary and comprehensive reproductive health and Gender Based Violence (GBV) services to refugees in Balochistan and District Bagh in Azad Jammu and Kashmir, primary and comprehensive reproductive health services, Community Development, shelter reconstruction, Livelihood support program and Water and Sanitation in earthquake affected areas. Since 2002, ARC has worked in refugee camps near the western city of Quetta, focusing on providing health care and training members of the community in basic health services. After the massive earthquake of October, 2005, ARC began operating in the northern part of the country, providing emergency health care, supplies, and shelter and food aid. Today, ARC is helping disaster survivors in the north and south to recover from the massive 2010 monsoon flooding that affected more than 20 million people.

PRIMARY PURPOSE OF THE POSITION

Organization and monitoring of temporary shelter construction activities, through local implementing partners, at several sites in Jacobabad and Shikarpur Districts, He/She will also ensure that the project meets its primary objectives. Provides technical support, monitoring of ongoing activities, providing technical inputs and enhancing local skills.

MAJOR AREAS OF ACCOUNTABILITY PRIMARY DUTIES/RESPONSIBILITIES

	% OF TIME
<p>Program Implementation</p> <ul style="list-style-type: none"> • Design of work plans for temporary shelter construction activities in conjunction with local partners • Regular visits to the sites for the purpose of supervision of construction of temporary shelters. • In conjunction with the Project Coordinator and Finance officers, and in collaboration with partners, organize Cash For Work activities to help the most vulnerable families erect their shelters. • Support Field Office In charge in dealing with the other stakeholders of the project, communities, local Government and TMA department. 	40%
<p>Technical Assistance</p> <ul style="list-style-type: none"> • Enhance technical skills of community members through trainings on assembly of temporary shelters and DRR techniques. • Ensuring the proper construction of shelters according to drawings and design. • Provision of technical support to all the concerned field staff of local partners. • Work as technical focal person for construction. 	40%
<p>Reporting</p> <ul style="list-style-type: none"> • Verification of the bills of the contractor submitted to field office for the payment according to the BOQ and cost estimates. • Preparation of weekly progress report. • Submission of completion certificate for the completed work to head office. 	20%
<ul style="list-style-type: none"> • Any other task assigned by the supervisor. 	

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- Diploma in civil engineering with four years relevant experience preferably with NNGO or INGO
- A good knowledge of sphere standards and temporary/ durable shelter rehabilitation activities
- Good technical and supervisory skills

KEY BEHAVIORS & ABILITIES

- Ability to carry out field visit and supervise ARC project activities.
- Ability to adopt new environment and manage workload
- Team player
- Flexible to carry out tasks assigned