

Job Description

Name of Position	Construction Volunteer
Job Grade/Class	
Current Holder	
Based at (Location)	
Reports To	Construction Supervisor
Direct Subordinates	None
Assets under Control	To be specified

Core Functions

The Construction Volunteer (CV) is responsible for assistance to the Construction Supervisor (CS). S/He has to ensure that the constructors meet our construction technical aspect through field monitoring and check. This position will also assist CS to prepare the Purchase Request Form (PRF) and Payment Processing Form to all constructors. S/He needs to work closely with CS, constructors, Construction Team, Program Team and Volunteer Teams to build simple, decent and affordable house for the needy family.

- Main Tasks**
1. Assist CS to facilitate or organize home partners to fill out house construction agreement and obtain the signatures from all related parties before construction begins.
 2. Assist the CS during the various training activities including home maintenance training to home-partners.
 3. Monitor and maintain a list of all houses currently under construction, indicating the progress of each house with respect to meeting the inspection requirements.
 4. Conduct regularly field visit to all building sites to make sure the construction process is aligned with the technical aspect.
 5. Contribute to checking the construction material especially with the suppliers deliver.
 6. Read and understood Construction Safety Manual.
 7. Assist CS to use the construction checklists if needed.
 8. Assist CS to coordinate and organize house dedications after the house 100% completed and transferred to homeowners.
 9. Build good relationship with community people, local authorities through networking day by day in the target area.
 10. Prepare monthly accomplishments, implementation report monthly planning and submit to Construction Supervisor by 25th of the month.
 11. Perform other duties as assigned by CS.

Authorities and Authority Limits Authorized to monitoring check in all building sites

Deliverables/

Performance

Measurement Indicators

1. HFH Cambodia is committed to providing a safe and healthy work environment on all work sites. Our goal is for ZERO accidents. Mobilizers, home-partners, and volunteers are understood the Construction Safety guide.
2. Build good relationship all stakeholders from planning, preparation, actual construction and post construction.
3. On time submission of PRF and Payment to constructors.
4. Provide feedback and issues to CS on time once there is issues identified in the community related to construction.
5. Accurate and thoughtful reports are sent on time.

Skills, Attribute and Experience

1. Fully commitment to Habitat for Humanity Vision, Mission Statement, and Mission Principles.
2. At least year 3 at university majored in Civil Engineer or Architect or community development.
3. Previous work experience in community development and social work is an advantage.
4. Good Communication and Facilitation skills.
5. Ability to write and communicate in English.
6. Ability to work independently, under pressure and after hours as required.
7. Proficient in Word, Excel, Outlook and the Internet.
8. Willing to work as a team, honest and trust worthy person.
9. Willing to work in rural and remote area by using HFHC motor.
10. Willing to learn and update from time to time.

Supervisor (signature/name):

Date: _____

Incumbent (signature/name): Date: _____