

## **Habitat for Humanity Cambodia**

### **Job Description**

**Name of Position:** Construction Supervisor  
**Job Grade/Class:** 06-GEN  
**Current Holder:**  
**Based at (Location):** Battambang, with required travel to field locations  
**Direct Supervisor:** Area Manager  
**Dotted Line**  
**Supervisor:** Construction Team Leader  
**Direct Subordinates:**  
**Assets under Control:** To be specified

**Core Functions** The Construction Supervisor take responsibility to coordinate, lead and supervise house construction processes are carried out technically correct and efficient through visiting and monitoring the building site(s) daily and works closely with skilled laborers, home-partners and related partners at community level in order to achieve annual plan and project goal. This position will work closely with Construction Team Leader, Program and Volunteer Teams to build simple, decent and affordable house for the needy family.

#### **Main Tasks**

1. In cooperation with Construction Team to design, low cost decent house design and implement it accordingly.
2. Facilitate and organize Home-Partners to fill out house construction agreement and obtain the signatures from all related parties before construction begins.
3. Work with program staff in enabling community people (Home-Partners) to start their living with family development and collaborate with Project Officer to assist Area manager in providing Project Training Orientation and encourage with motivation to dream, save and build decent, affordable house.
4. Work closely with the Construction Team to monitor, supervise and maintain a list of all houses currently under construction, indicating the progress of each house with respect to meeting the inspection requirements.
5. Prepare construction plan ahead and review the plans with Project Officer on specifications, and construction sheets in order to get all involved people aware of the plan and be familiar with the steps to be taken before construction started.
6. Be creative to brainstorm/meeting or workshop with construction committee at grass-root level in obtaining ways to build and repair house at the lower cost and in the shortest time possible; propose technical new ideas obtained from community to Area Manager for further follow up.

7. Coordinate and guide all basic construction works/methods of all volunteers so that they can be of support for building or repairing house.
8. Record the sweat equity hours of the homeowners appropriately and submit to Area Manager for review and approve after each house completed the construction and keep the record in appropriate file for future references.
9. Initiate and propose to Area Manager to temporarily, periodically hire necessary laborers of technical support at the grass-root levels.
10. Coordinate with Procurement Staff for the purchase of all construction materials. Monitor delivery process of material and keep records appropriately. The materials delivery and storage must be:
  - a. All materials delivered must be inspected, recorded and monitored to ensure all materials are received in and remain in acceptable condition.
  - b. All materials will be reviewed and counted upon receipt. Each delivery must be logged on "Construction Delivery Log" form.
  - c. Any damaged of materials will be indicated on the delivery receipt and on Damaged Materials Report.
  - d. Homeowners must understand their responsibilities for maintaining, storing and inspecting the quality of materials once delivered to the build site and sign to acknowledge the receipt of materials.
  - e. All materials must be properly stored to prevent deterioration by weather, people and animals.
11. Read and understood Construction Safety Manual, select and develop basic training tools/safety guide and provide on-site safety training to mobilizers, home-partners, and volunteers; comply the Safety Manual appropriately and efficiently.
12. Develop construction checklists and to be reviewed by the construction committee from time to time to determine problem areas, if necessary appropriate changes shall be made to the list. In the longer term, the evaluation includes consideration of homeowner feedback, cost over-runs and other construction problems.
13. Assist coordination and organize house dedications after the house 100% completed and transferred to homeowners.
14. Assist Project Officer/Affiliate Officer and community mobilizers from time to time to collect information from community through PLA/PRA methods, household survey and secondary data for project baseline information, Project planning and Project evaluation.
15. Build good relationship with community people, local authorities through networking day by day in assigned community.
16. Coordinate and conduct regular meeting with Construction Committee, mobilizers and home-partners to discuss on any issues or problems related to construction that may have encountered while construction is ongoing, then action can be taken on time or make report immediately on the problems to Area Manager for further action when necessary.

17. Prepare monthly accomplishments, implementation report and submit to Area Manager by 25<sup>th</sup> of the month.
18. Perform other duties as assigned by supervisor(s).

**Authorities and Authority Limits**

Authorized to inspect all construction materials.

**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. Building site, construction materials and construction tools are prepared on time by sub-contractors and other relevant stakeholders. Construction materials are properly managed.
3. Build good relationship all stakeholders from planning, preparation, actual construction and post construction.
4. Independently manage various stakeholders' expectations.
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. University degree, major in Civil Engineer or Architect is required.
3. At least two years experience in community development or relevant work is an advantage, plus at least one years experience in social work in urban context.
4. Experience in house construction and working with the poor at least two years with NGOs or private company.
5. Be creative and ability to design low cost house design (simple, decent, affordable house).
6. Good Communication and Facilitation skills.
7. Ability to write and communicate in English and Excellent in Khmer.
8. Ability to work independently, under pressure and after hours as required.
9. Computer proficient in Ms. Word and Excel, Internet and E-mail and AutoCAD.
10. Willing to work as a team, honest and trust worthy person.
11. Must be able to travel long distance with project motorbike or vehicle.

Supervisor (signature/name): \_\_\_\_\_

Date: \_\_\_\_\_

Incumbent (signature/name): \_\_\_\_\_

Date: \_\_\_\_\_