

## **Habitat for Humanity Cambodia**

### **Job Description**

**Name of Position** Construction Assistant  
**Job Grade/Class** 5  
**Current Holder**  
**Based at (Location)**  
**Reports To**  
**Direct Subordinates** None  
**Assets under Control** To be specified

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

#### **Main Tasks**

1. The construction Assistant to design low cost housing 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. Assist Construction Supervisor in providing home maintenance training to home-partners.
4. Assist Construction Supervisor to monitor and maintain a list of all houses currently under construction, indicating the progress of each house with respect to meeting the inspection requirements.
5. Construction Assistant to prepare construction plan ahead and review the plans with project team 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 team to build and repair house at the lower cost and in the shortest time possible; propose technical new ideas obtained from community to Construction Supervisor and Program 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. Initiate and propose to Construction Supervisor to temporarily, periodically hire necessary laborers of technical support at the community Level.

9. Coordinate with Procurement team 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.
10. Read and understood Construction Safety Manual, select and develop basic training tools/safety guide and provide on-site safety training.
  11. Assist Construction Supervisor to develop construction checklists and provide the technical support to housing building of the project run by ChumKriel Language School based at Kampot province.
  12. Assist to coordinate and organize house dedications after the house 100% completed and transferred to homeowners.
  13. Build good relationship with community people, local authorities through networking day by day in assigned community.
  14. Prepare monthly accomplishments, implementation report monthly planning and submit to Area manager by 25<sup>th</sup> of the month.
  15. Perform other duties as assigned by supervisor(s).

**Authorities and Authority Limits**

Authorized to inspect all construction materials.

**Deliverables/ Performance Measurement Indicators**

1. HFH for humanity 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 one year of work experience in house construction with NGOs or private sectors.
4. Previous work experience in community development and social work is an advantage.
5. Be creative and ability to design low cost house (simple, decent, affordable house).
6. Good Communication and Facilitation skills.
7. Ability to write and communicate in English.
8. Ability to work independently, under pressure and after hours as required.
9. Proficient in Word, Excel, AutoCAD, Outlook and the Internet.
10. Willing to work as a team, honest and trust worthy person.
11. Must possess a valid driving license. Be able to travel and stay at the field.

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

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

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

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