

## Habitat for Humanity International in Cambodia Job Description

<b>Title:</b>	<b>Construction Intern</b>	<b>Department name:</b>	<b>Program Department</b>
<b>Reports to Title:</b>	<b>Construction coordinator</b>	<b>Matrix Reporting Line:</b>	<b>Sectoral program Manager</b>
<b>Location:</b>	<b>Phnom Penh</b>	<b>Job Grade:</b>	<b>N/A</b>
<b>Direct reports: List titles (or none)</b>		<b>None</b>	

### Position Summary:

The Construction Intern is responsible to assist construction Coordinator and project team to coordinate, lead and supervise house construction processes are carried out technically correct and efficiently through visiting the building sites daily and works closely with skilled laborers, home-partners, mobilizers, and volunteers

### Main Tasks:

1. Assist the Construction Coordinator to facilitate or organize home partners to fill out house construction agreements and obtain the signatures from all related parties before construction begins.
2. Assist the Construction Coordinator and Project Team during the various training activities including home maintenance training for home partners.
3. Conduct regular field visits to all building sites to make sure the construction process is aligned with the technical aspect.
4. Contribute to checking the construction material, especially with the suppliers' delivery.
5. Read and understood Construction Safety Manual.
6. Assist the Construction Coordinator to use the construction checklists during the field visits if needed.
7. Assist the Construction Coordinator to coordinate and organize house dedications after the house 100% completed and transferred to homeowners.
8. Assist the Construction Coordinator in developing construction designs that follow the construction project objectives and align with HFHIC-Housing Quality Standard.
9. Assist the Construction Coordinator in conducting construction site preparation and hosting Volunteers and monitor volunteers' performance on the site safety.
10. Build a good relationship with community people, and local authorities through networking day by day in the target area.
11. Prepare monthly accomplishments, implementation report monthly planning, and submit to Construction Coordinator by 25th of the month.

**Selection Criteria:**

- Fully commitment to Habitat for Humanity Vision, Mission Statement, and Mission Principles.
- Be creative conceptual and ability to design low-cost house design (simple, decent, affordable house).
- Ability to write and communicate in English and Excellent in Khmer.
- Must be able to travel long distance with project motorbike or vehicle.
- Must be willing to learn new things for self-development.

**Typical Training & Experience**

**Required Knowledge & Expertise**

(Competencies and other specifics related to this role and level required)

**Education:**

- Junior or university degree, major in Civil Engineer or Architect is required.

**Experience:**

- Honest, willingness to learn, hard-working, fast learner, team player, and open-minded.
- Good Communication and Facilitation skills.

**Minimum:**

- Demonstrates honesty and integrity, and commitment to a high standard of accountability.
- Demonstrates effective verbal, presentation, and communications skills with good English speaking and writing skills.
- Has ability to work independently, under pressure, and after-hours
- Must be willing to work and stay overnight in the rural area when needed
- Computer proficient in Ms. Word and Excel, Internet and E-mail and AutoCAD/ SketchUp/Revit.

**Preferred – in addition to minimum:**

- Ability to work independently, under pressure and after hours as required.
- Good in e-mail, internet, Microsoft Word, Excel, and SharePoint.

<p><b>Values and Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• <b>Active support of HFHI Values:</b> <ul style="list-style-type: none"> <li>○ <b>Humility</b> – We are part of something bigger than ourselves</li> <li>○ <b>Courage</b> – We do what’s right, even when it is difficult or unpopular</li> <li>○ <b>Accountability</b> – We take personal responsibility for Habitat’s mission</li> </ul> </li> <li>• <b>Safeguarding:</b> HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct.</li> </ul>
<p><b>Authorities and Authority Limits</b></p> <p>Authorized to assist to monitor the construction tools in Phnom Penh during the building.</p>	
<p><b>Working Conditions and Requirements:</b></p> <p>Travel Expectations:        International:        Domestic:                      Percent of time spent traveling: <u>0</u> %</p> <p>Will the individual in this role typically work with children or HFH beneficiaries?        Yes ( <input type="checkbox"/> )      No ( <input checked="" type="checkbox"/> )</p>	
<p><b>Form Submitted by:</b></p>	<p><b>Date:</b></p>