**Job Responsibilities and Qualifications**

**ENGINEERING TEAM MANAGER**

**Primary Responsibility:**

Manage Front End Engineering and Design (FEED) including all assessments and field investigations, project design, and specifications.

**Specific Job Responsibilities**

**Planning**

* Participate in the conceptual planning and technical assessment procedures for shelter; infrastructure and water & sanitation construction programs;
* Prepare detailed cost estimates, project time frames, and resource allocation;

**Program Engineering and Design**

* Implement operational plans in coordination with other sector teams, as appropriate;
* Develop engineering drawings and specification;
* Prepare site lay out in collaboration with other sectors and stakeholders;
* Develop Construction Scope of Work as required for each contract.
* Ensure that all CRS construction programs comply with relevant local, national and international standards and regulations, and reflect agency best practices.
* Coordinate with Local Government in developing post-disaster engineering and contracting;
* Obtain all Governments approval for engineering design.
* Oversee the cost estimate process for the CRS developed design.
* Oversee the Tender technical review, provide required clarifications and recommendations.
* Oversee the development and use of program documentation systems, in accordance with agency best practices; ensure accountability to the dispatch and approval matrix;
* Ensure that environmental and sustainability issues are considered in the program design, in keeping with agency best practices.

**Information and Co-ordination**

* Provide support for the preparation of project reports as required by CRS, relevant Government coordination bodies, external donors, and other interested parties.
* Provide regular updates to the Construction Project Manager on progress, priorities and constraints – verbally and in writing.
* For all supervised staff, develop a performance management plan on an annual basis; Provide regular guidance and feedback on performance.
* Manage local staff, effort reporting, and staff allocation and management.
* As part of the CRS Construction team, facilitate information flow between other engineering managers, and sector programming and program support departments; Coordinate and maintain an on-going dialogue with the Community Liaison Officers and actively participate in developing and maintaining productive relationships with individual families and communities;

**Qualifications:**

* A  Degree or similar professional qualification in Structural/Civil Engineering, Architecture or related technical field.
* A minimum of five years design experience, including two years in a supervision role; experience construction or contract management a plus
* Experience in developing and implementing shelter or community infrastructure projects on behalf of development organizations preferred.
* Experience in community development, community mobilization, or similar self-help initiatives, and a desire to maximize integration of program delivery, is preferred.
* Familiarity with current standards and guidelines for humanitarian emergency response, including the Sphere Handbook criteria.
* Ability to work in partnership with local communities and NGOs as appropriate.
* An ability to understand and adapt local construction technologies, materials, codes and laws.
* An interest in and ability to build capacity in implementing teams, local partners and community bodies, with a focus on community participation.
* Excellent communication and negotiation skills.
* Ability to read, analyze and interpret administrative reports, technical procedures, or government regulations.
* Must be proficient in MS Office applications (Word, Excel, Outlook Access– and ideally MS Project). Proficiency with recently released versions of AutoCAD
* Ability to write reports, and procedure manuals and effectively present information and respond to questions from managers, counterparts, Government representatives, regional CRS staff and Baltimore HQ staff.
* Fluency in English (both oral and written skills).
* Self-reliance and an ability to work in a challenging and demanding environment.
* Awareness, sensitivity and understanding of cross-cultural issues particularly in representing a US-based, Catholic agency.