**Job Responsibilities and Qualifications**

**ENGINEERING AND CONTRACTS MANAGER**

**Primary Responsibility**

Oversight of the project design and contracts management including project design, tender package preparation, costing and scheduling estimates, document control, contractors survey and evaluation, contract negotiation, preparation and management, contractor and consultant progress payments, costing, budgeting and scheduling.

**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 Design**

* Implement contractual program methods and operational plans in coordination with other sector teams, as appropriate.
* Participate in the preparation of appropriate design, construction in accordance with best practices of CRS and associated partners.
* Ensure that all CRS construction programs comply with relevant local, national and international standards and regulations, and reflect agency best practices.
* Oversee the development and use of program documentation and tools, in accordance with agency best practices.
* Ensure that environmental and sustainability issues are considered in the structural design in keeping with agency best practices and the guidelines.

**Contract Management and Implementation**

* Implement technical assessments, project development and design, tendering and contract administration in accordance with CRS policy.
* Assist in the development of project documentation systems.
* Manage Engineering field office local staff (admin and engineers) and collaborate with partners and communities in developing and implementing projects.
* Ensure that documents and procedures are produced and maintained to provide the required level of internal program and financial control.
* Take an active role in the procurement and logistics process for materials and equipment required by the construction program.
* Ensure compliance with quality, safety, and environmental standards for all projects Liaise with key non-government organizations (NGOs) and national, provincial, and local government, task-force teams and workshops, technical committee meetings, and coordination groups as necessary.
* Ensure program compliance and compatibility with CRS principles of justice and solidarity in consultation with the Engineering and Construction Program Manager.

**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 project documents, operation plans, program schedules and budgets as required by the Construction Project Manager.
* Provide regular updates to the Construction Project Manager on progress, priorities and constraints – verbally and in writing.
* For all direct reports, develop a performance management plan on an annual basis; Provide performance guidance and feedback on a regular basis.
* As part of the CRS Engineering team, facilitate information flow between other engineering managers, programming sector, and program support departments;
* Coordinate and maintain an on-going dialogue with the Community Liaison Officer 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.