



United Nations Education, Science and Culture Organisation

UNESCO ISLAMABAD

TERMS OF REFERENCE

Title:	Junior Engineer
Post Duration:	6 months with possibility of extension
Duty station:	Muzaffarabad with frequent travel to project areas in AJK and NWFP.
Section:	Education in Emergencies and Disaster Risk Management Unit
Supervisor:	Field Office Coordinator

Content and methodology of supervision: The incumbent will work under the overall authority of the Field Coordinator.

Background

The educational infrastructure in NWFP and AJK was severely destroyed in the earthquake of 8 October 2005. As part of the UN response to the calamity, UNESCO is assisting the Government of North-West Frontier Province and the Government of Pakistan Administered State of Azad Jammu and Kashmir in coordination with Earthquake Reconstruction and Rehabilitation Authority to build back the education system better. UNESCO support includes construction of middle and secondary schools and skills training workshops in the affected areas. In this regard, a competent architect/engineer with experience of civil work in post-emergency situations is required for smooth planning and implementation of the infrastructure component.

Duties and responsibilities

Under the supervision and guidance of the Project Manager, the incumbent will execute the following tasks independently:

1. Prepare a detailed work plan, including field visit plans, for effective implementation of infrastructure development activities of ERP and of a pipeline project. This involves determining the appropriate size of classrooms based on existing and likely increase in the enrolment.

2. Frequent field visits to construction sites to supervise the work being carried out by contractors and/or implementation partners and ensure that shortcomings, if any, in the construction and processes are rectified by the builder, also, arrange the necessary laboratory test of the materials.
3. Prepare a short-list of schools, in close coordination with UNICEF and other I/NGOs, who are supporting reconstruction of primary sections, for construction of permanent classrooms for middle and secondary sections under the new project.
4. Identify cost effective but durable and easily repairable furniture for the schools and vocational training centres; and facilitate contracting processes. This may involve reviewing of existing school furniture designs to ensure that UNESCO standards are followed.
5. Prepare the necessary drawings and estimates.
6. Ensure that the design and construction of school and training buildings are disable friendly and seismic resistant.
7. Check and verify the actual work carried out by the implementing partners/contractors and recommend payments upon satisfactory completion of the work as per the contractual provisions.
8. Facilitate handover of school buildings that have been completed.
9. Maintain coordination and communication with other agencies involved in school infrastructure development to share information and experiences.
10. Submit concise field visit reports after each visit and a final report upon completion of the all visits conducted.
11. Perform other duties as assigned by the Supervisor.

Required Qualifications

1. Diploma in Civil Engineering
2. At least 5 years of practical experience of supervising and monitoring construction of building related projects.
3. Experience in the field of lightweight seismic resistance structure will be an added advantage.
4. Prior work experience of construction work in post-conflict and post-disaster situation.
5. Fluent in spoken and written English. Ability to understand/speak Urdu an asset.
6. Proficient in Microsoft Word, Excel, e-mail and Internet
7. Ability to work independently, and in team.
