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Vacancy Announcement USAID FSN No. 12-010

Position Title:	Assistant Engineer (DG)
Full Level of Performance:	FSN PSC - 9
Area of Consideration:	All interested candidates who have the required work and/or residency permits
Location of Position:	Democracy and Governance Office (DG), Tegucigalpa, Honduras
Starting Date:	October 2, 2012
Closing Date:	October 13, 2012
Hours of Work:	Monday through Friday (40 hours per week)

BASIC FUNCTION:

The employee serves as an Assistant Engineer for the Democracy and Governance Office (DG) and is responsible for monitoring the implementation of construction and development projects. The incumbent makes recommendations for construction projects financed by USAID and implemented by FHIS, host country counterparts, Non-Governmental Organizations (NGOs), Civil Society, community organizations, and other implementing partners. The employee is responsible for providing technical assistance and coordination of engineering projects while working with various government officials, technical level professionals, and others. The employee maintains contact with key governmental and civil society leaders to keep the projects developing adequately.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

- 1) Monitor the implementation of construction and development projects (40%):** inspect and oversee the progress of construction and development projects by going to the field and ensure compliance with construction procedures. Verify the adherence to plans and specifications as stipulated on contracts of the different engineering projects to be implemented under the Democracy and Governance's (DG's) Construction Portfolio. Continuous monitoring and inspection on the field of the following type of engineering projects: water and sanitation; educational, health, vocational and outreach centers; energy projects (including renewable energy alternatives); recreational spaces; road and bridges; and other related projects. Schedule and track all project activities to keep update of their progress by keeping an appropriate record of each project that must include information on construction, potential delays and its causes, financial execution, compliance with required environmental regulations, and technical data provided by the implementing partner.
- 2) Assist the Directorate of Major Infrastructure/ Fondo Hondureño de Inversión Social (DIM/FHIS) Executing Unit (15%):** in their organizational and planning processes in order to achieve the goals, results and indicators established by USAID under their corresponding implementing mechanisms. Keep close communication and coordination with DIM/FHIS technical staff on a daily basis to provide guidance and assistance to help guarantee the effective implementation of their infrastructure portfolio. Provides support to DIM/FHIS in areas such as: project and financial management, compliance with audit recommendations, administrative, technical, logistical planning, and the components of monitoring and evaluation. Also ensure compliance with environmental regulations and other tasks that guarantee the correct execution of projects.
- 3) Assist the Engineer in the following areas (10%):**
 - a) Financial Oversight:** Assist the Engineer by taking responsibility for verifying project expenditures as reported by implementers; review the accuracy of financial information submitted by FHIS through the vouchering process. Provide clearance to these vouchers prior to final administrative approval by the Engineer; ensure timely financial implementation of projects to avoid major pipelines in project implementation; collect information on cost sharing and counterpart contribution provided by FHIS, municipalities and communities in support to the implementation of construction projects.
 - b) Reports:** Prepare written reports on the activities implemented by FHIS, contractors, implementing partners, municipalities and communities as required, while keeping his team constantly informed of progress and glitches encountered in the performance of her/his work.
 - c) Support to the CARSI Portfolio:** Ensure close coordination with other USAID-financed activities, especially with other complementary DG Office activities focused on crime and violence prevention. Provide support to establish a close coordination with the different CARSI implementers.

4) CPTED (Crime Prevention Through Environmental Design) (10%): Assist the DG's Engineer in monitoring the implementation of the methodologies applied by FHIS in high-risk communities. Work in urban environments with considerable high crime rates and collaborate with FHIS to keep an active communication with community leaders and other community-based organizations in order to help them these communities understand their roles and responsibilities as well as the importance of their involvement, ownership, commitment, and provision of counterpart contributions who implement crime prevention activities that provide social and infrastructure opportunities for their communities.

5) Projects Executed by the Community (PEC) (10%): Supervise the effective execution of projects under the PEC methodology. Oversee that this model is being properly implemented with the participation and contribution of different key actors (FHIS, municipalities, and benefited communities) in order to guarantee the sustainability of projects.

6) Other administrative and logistical duties such as (15%):

a) Support office working activities related to implementation of construction and development projects: Review plans, specifications, contracts and contracting documents; cost and quantity estimates as prepared by the Government of Honduras (GoH) and municipalities particularly as they relate to USAID financed projects. Provide advice to technical designs, plans, and other technical specifications related to the projects. In review process works closely with other USAID project personnel, FHIS, municipalities and other pertinent stakeholders.

b) Prepare talking points and projects profiles prior to project inaugurations as required by the Engineer. Organize agendas for site visits and project inaugurations events that can involve the participation of United States Government (USG) delegations from Washington; the US Ambassador and US Embassy staff; the USAID's Mission Director (MD), Deputy Mission Director (DMD) and other technical staff; high level Government of Honduras (GoH) officials, Mayors and municipal staff; as well as community organizations.

c) Serve as alternate COR/AOR and backup to the Engineer in his/her absence.

MINIMUM REQUIRED QUALIFICATIONS (Applicants must fill all requirements to be considered for the job):

EDUCATION: University degree in Civil Engineering is required. Certification from the corresponding Honduran Engineering Professional Association is preferred.

EXPERIENCE: Minimum of five (5) years experience in administrative and managerial work in the general field of engineering with a significant portion of time spent in overseeing construction activities is required. Familiarity with project design, planning and management in establishing community level partnerships to facilitate the implementation of infrastructure projects related to water and sanitation, educational, health, vocational and outreach centers, energy projects (including renewable energy alternatives), recreational spaces, road and bridges, and other related projects. Experience in working with community groups in urban environments with considerably high crime rates and in the implementation of the Projects Executed by the Community (PEC) model is highly desirable. Knowledge and experience in the implementation of Crime Prevention Through Environmental Design (CPTED) methodology is also preferred.

LANGUAGE: Level IV (Fluent) in English and Spanish. High degree of proficiency in both written and spoken language, including the ability to translate and to easily understand legal terminology and nuances.

KNOWLEDGE: Must have extensive knowledge in the field of engineering and sound knowledge in related fields of project design, planning and management to completion of projects. Experience in construction cost analysis and project budgeting. General knowledge of procurement processes and guidelines. Must be completely familiar with local building, and construction codes and specifications.

SKILLS AND ABILITIES: Must have appropriate engineering credentials and the ability to prepare engineering reports, specifications, detailed presentations, and other job related materials. Must have strong interpersonal and good communication skills, ethical and reliable judgment, and be able to work under minimum supervision. A demonstrated ability to solve problems as they arise is required while working under pressure in order to perceive, anticipate, and adapt to changing circumstances. Facility to work as a team member at all times demonstrating leadership, dedication, tact, diplomacy, discretion, and management skills. Strong computer skills in Microsoft Office and other job related software.

Additional selection criteria: *The selected applicant will have to satisfy the requirements of a preemployment medical and security clearance. Compensation will be in accordance with the Local Compensation Plan (LCP). The initial appointment may be at a lower grade than advertised if no suitable applicant possesses the qualifications listed above.*

Qualified applicants should submit their **résumé in English** to USAID/Honduras no later than **October 13, 2012**. Applications can be sent by mail to: USAID/Honduras EXO/PER, P.O. Box 3453; by e-mail to: assistantengineer@usaid.gov; or by fax to: 2236-7776. Please ensure the application makes reference to the PositionTitle mentioned in this announcement.

Leonardo Paredes
Acting Executive Officer