

**Habitat for Humanity Trinidad and Tobago**

**VACANCY NOTICE**

**POSITION: CONSTRUCTION SPECIALIST**

**APPLICATIONS CLOSE April 14, 2019**

Request to be sent to  
The National Director  
c/o Ms Pandohie  
Habitat for Humanity Trinidad and Tobago  
Chootoo Road and El Socorro Extension  
San Juan  
Email address: [vacancy@habitat-tt.org](mailto:vacancy@habitat-tt.org)  
**Telephone Number 868-674-2031**

<b>JOB TITLE: Construction Department – Construction Specialist</b>
<b>ORGANISATION (NGO):</b> Habitat for Humanity Trinidad and Tobago
<b>REPORTING MANAGER:</b> Construction Manager and liaising with the National Director and DDR HFHI/LAC Manager
<b>EMPLOYMENT PERIOD:</b> 2 years with option for renewal based on new project opportunities and funding.
<b>JOB SUMMARY:</b> To provide construction technical and specialty services to the construction department. To be responsible for projects based on sound technical advice which adhere to the national building code and international standards /guidelines.
<b>CANDIDATE’S PROFILE’S - KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED</b> <b>Education background:</b> <ul style="list-style-type: none"><li>• Degree in Construction Management/Civil Engineering/Structural Engineering/or any other relevant degree</li></ul> <b>Professional experience:</b> <p>5 years construction experience in managing projects, at least three of which has been in managing housing projects and development of human settlements</p> <ul style="list-style-type: none"><li>• Must have relevant field experience</li><li>• Fluency with computers, must have fluency in AutoCAD and Microsoft project or any other equivalent software</li><li>• Experience in construction methodologies, quality control and safety management experience, safety training, experienced with quantity estimating</li><li>• Technical assessments and report writing skills</li><li>• Possess the requisite leadership skills and capability for the implementation of innovative strategies and methodologies</li><li>• Disaster mitigation and response experience, working with and/or supervising volunteers and experience working with humanitarian/non-profit organisations would be assets</li></ul> <b>Soft skills</b> <ul style="list-style-type: none"><li>• Great team player, leadership skills, interpersonal skills</li><li>• Analytical and critical thinker</li></ul>

## **JOB RESPONSIBILITIES AND TASKS**

### **Representing Habitat**

- To promote the principles and values of Habitat for Humanity.
- To sit on relevant committees (internal and external to the organisation).
- To be available to make presentations and/or attend external meetings.

### **CONSTRUCTION:**

To ensure that the designs used in the construction program have been approved by the relevant authorizing agencies

To prepare and/or review all project timelines, work break-down structures, project cost, activity list for approval by the Construction Manager

To ensure that construction is executed in a timely and cost effective manner with construction quality based on the building codes as must be clearly defines in the designs

To supervise the direct construction inclusive of site visits to give credence and accountability to guarantee the construction quality

To assess contractors and suppliers as deemed necessary

To plan in consultation with the other departments for local and international work builds.

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To assist with reviewing the proposed construction department's plans

To develop an efficient quality control/management system for construction materials, contractors and building methodologies.

To facilitate technical audits ensuring that best practice is implemented and maintained.

### **TRAINING:**

To assist the Construction Manager with conducting construction training

To represent Habitat and/or make presentations at construction meetings/networking groups

To be available for local and international training

### **REPORTING and MEETINGS:**

To provide monthly construction reports and recommendations

To prepare a weekly status on the construction activities

To attend weekly senior staff meeting and other departmental meetings.

### **PROGRAMME UPGRADE:**

To identify opportunities for knowledge improvement in consultation with the Habitat team

To make recommendations for changes to the house description package/s and /or construction manual/training materials

To recommend amendments to the content of the construction and DRR manuals and other construction materials and general system of construction operational procedures

### **OTHER:**

To support the Construction Manager with establishing/strengthening networking relationships with technical groups and other humanitarian/development agencies

To assist the Resource Development team to assess potential project funding opportunities

To provide inputs to the resource development team to write proposals

In cases of a disaster, to provide support services to conduct assessments, structural and programmatic designs for a local and/or regional disaster mitigation or response

To assist the Construction Manager to implement Disaster Risk Reduction and Mitigation projects in a local or regional context

Any other reasonable related duty, which may be assigned from time to time.

**Habitat for Humanity Trinidad and Tobago**

**VACANCY NOTICE**

**POSITION: COMMUNITY DEVELOPMENT & DISASTER RESILIENCE MANAGER**

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c/o Ms Pandohie  
Habitat for Humanity Trinidad and Tobago  
Chootoo Road and El Socorro Extension  
San Juan  
Email address: [vacancy@habitat-tt.org](mailto:vacancy@habitat-tt.org)  
**Telephone Number 868-674-2031**

<b>JOB TITLE: Community Development and Disaster Resilience Manager</b>
<b>ORGANIZATION(NGO): Habitat for Humanity Trinidad and Tobago</b>
<b>REPORTING MANAGER:</b> The National Director & liaising with the DRR HFHI/LAC Manager
<b>EMPLOYMENT PERIOD:</b> Full time employment with an initial six (6) month probationary period
<b>JOB SUMMARY:</b> To be responsible for the overall development, implementation and monitoring of community programmes of the organization.
<b>CANDIDATE’S PROFILE – Knowledge, Skills and Experience Required</b> <b>Education background:</b> <ul style="list-style-type: none"><li>• Degree in Social Science or any other relevant degree</li></ul> <b>Professional experience:</b> <ul style="list-style-type: none"><li>• Minimum 5 years’ managerial experience in community mobilization and community developmental projects</li><li>• Supervisory experience</li><li>• Counselling would be an asset</li></ul> <b>Soft skills</b> <ul style="list-style-type: none"><li>• Great communicator, leadership skills, interpersonal skills</li><li>• Analytical and critical thinker</li></ul>
<b>JOB RESPONSIBILITIES AND TASKS</b> <b>Representing Habitat</b> <ul style="list-style-type: none"><li>• To promote the principles and values of Habitat for Humanity.</li><li>• To sit on relevant committees (internal and external to the organisation).</li><li>• To be available to make presentations and/or attend external meetings.</li></ul> <b>Program management</b> <ul style="list-style-type: none"><li>• To be responsible for the overall execution of all community programmes, this includes development programs and resilience related ones (disaster risk reduction and response).</li></ul>

- To ensure the community input is given to the construction planning and organization of projects.
- To ensure that workshops and/or training activities family training, community assessment and outreach programmes are properly developed, organized, executed, monitored and reported using donor and organization specifications.

**Internal coordination**

- To coordinate inter-linkages between and among staff within the community department as well as the other departments.

**Community development**

- To provide technical advice on issues related to community mobilization.
- Organize, assist and facilitate the events that will take place in the community, such as community meetings, trainings, clinics, development of materials, and outreach activities.
- To assist in carrying out social assessments/surveys (i.e. baselines, enumeration exercise, evaluation exercises, etc.)
- To promote gender & diversity equality, democratic and inclusive decision-making.

**Reporting and Meetings**

- To prepare weekly brief, written monthly and quarterly reports.
- To attend weekly senior staff meeting and other departmental meetings.

**Community Liaison**

- Map existing key community actors: formal and informal leaders, most vulnerable groups, women groups, etc.
- Promotes projects within the target communities (especially explain goals, objectives expected results, and analyse community expectations, incentives and sensitivity levels to participate
- Build and maintain relationship of trust and respect with households and individuals in close liaison with local authorities, religious organizations and other power structures in the communities.

**Staff management**

- To ensure that job plans are prepared and reviewed for each staff in the department
- To make assessments and recommendations on staff performance for the community department

**Other**

- Any other related duty, which may be assigned from time to time.