JOE VACANCY FORM

X Full-time     □ Part-time    □ Summer-Job    □ Internship

Job Title: Technical Field Officer (TFO)

Application Deadline:

Reference Number: 291113-1

Company Description

TYPE: □ Local    □ Regional    X Multinational

INDUSTRIAL SECTOR: NGO

Job Description

BRIEF JOB DESCRIPTION:

• Lead technical assessments of housing units and/or collective centers, in line with project criteria, in order to support the assessment of the needs (from the technical aspect) for a shelter intervention such as minor rehabilitation works, major rehabilitation works and any other future shelter intervention.
• Produce accurate drawings, reports, measurements (BoQs) and/or photographs as evidence of a technical assessment.
• Prepare the CAD drawings for the buildings with accurate measurement.
• Assist beneficiaries with technical advice on how to complete their works at the expected quality and budget.
• Report on weekly basis to the line manager.
• Keep accurate data of all the technical information and ensure that all beneficiary files are complete.
• Be responsible for the archiving database system of the assigned projects. He/she should make sure that all information is in its right place in the shared drive.
• Provide technical assistance to any other staff as required and for the purposes of training and/or writing project proposals.
• Ensure and promote efficient and cost-effective use of assets and resources in order to maximize funding to beneficiaries
• Plan daily goals and activities of TFAs in accordance with plans set by TFC and PC with regards to:
  o First technical survey
  o Technical assessment
  o Start-up of activities (explanation of technical work to property owners)
  o Supervision of work
  o Follow-up of troublesome cases
  o Ensuring closure of work by the anticipated date
• Conduct random site visits at every stage to check quality, quantity, and timeliness, and sign the relevant documentation
• Maintain a database documenting checks of files and in the field, ensuring appropriate percentage of shelters are checked
• Support and guide TFAs in procedures and daily work
• Carry out any other duties as requested by management

Supervisees:
The TFO supervise the work of the TFAs.

JOB LOCATION(S):
City: North Bekaa (Baalback Office) Country: Lebanon

DEGREE:
X Bachelor □ Master is a plus □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary □ Teaching Diploma

MAJOR/ EMPHASIS: Ordinary National Diploma / Technical in relevant field

WORK EXPERIENCE: Minimum 3 years of proven field experience in relevant field

SKILLS:
Languages Skills: X English Arabic □ French Other:

Computer Skills:

Other Skills: Good communication and interpersonal skills, Strong organizational and team working skills

SALARY
Basic Salary Range:
Other benefits include:
□ Accommodation □ Health Insurance □ Return Ticket □ Bonus
□ Laptop □ Mobile Phone □ Children’s Education □ Transportation
□ Lebanese NSSF □ None

WORKING DAYS:

WORKING HOURS:
Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 291113-1

If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

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The job vacancies are for AUB students and alumni ONLY.