TERMS OF REFERENCE

Engineer/Grants Officer – Dan Guud Project

Duty Station: Mogadishu, Somalia
Position Title: Engineer/Grants Officer – Dan Guud Project
Classification: Consultant for the Benadir Administration
Duration: 6-month, with possibility of extension
Salary: $800 USD per month

The overall objective of the Dan Guud Project is to promote stability in Mogadishu through targeted interventions that foster good governance, safety and economic recovery.

General functions:

Under the overall guidance of the Mayor of Mogadishu, in direct collaboration with the Deputy Mayor, and under direct supervision by the while under the overall supervision of the Project Coordinator and under the direct supervision of the Grants Manager, the Grants Officer-Engineer will assist in the implementation of project activities. Activities will include responding to the needs of the program for important, large scale and high visibility as well as small scale infrastructure projects in Mogadishu. He/she will also provide administration of the grants by ensuring proper filing of grants related financial and contract documents and assisting the Grants Manager in pre-award assessments and monitoring of grantees.

Essential functions:
The Engineer/ grants Officer In particular s/he will:

1. Field Operations:

   • Manage the technical and engineering components related to the program implemented for Dan Guud Project in Mogadishu, including the management of contractors.
   • Design architectural and structural drawings as well as create bills of quantities, material specifications lists, and other technical documentation relating to infrastructure programming within Dan Guud project.
   • In coordination with the other Dan Guud staff, work with government and local authorities, leaders, individuals and groups to implement selected community development projects.
   • Conduct regular monitoring visits to project sites and write up site visit notes for each visit. In accordance with the contractors’ contract terms, conduct site visits site prior to the disbursement of any funds to confirm that work has been done as per contract. Collect invoices from contractors and forward with supporting documents to the Admin/Finance unit for payment.
   • Supervise site supervisors.
   • In coordination with the Grants unit, negotiate contracts or agreements with contractors, and assist in administration of grants.
   • Supervise projects in coordination with government or local technical personnel and provide regular reporting regarding the status of projects.

2. Reporting & Monitoring (Financial and Program)
• Review financial reports and cash requests from grantees to ensure financial compliance against grant budget
• Review all grantee deliverables to ensure grant compliance. Give feedback to grantees, as appropriate
• Assist in the compilation of data and preparation of monthly, quarterly, and annual reports
• Ensure that all grantee expenditures comply with the final and approved budgets (i.e. budgetary controls)
• Conduct monthly reconciliations with Finance to ensure grant and finance records are up to date.

3. Filing and Administration

• Maintain and update hard copy grant and working files. Slots within these files should be clearly labeled and organized for ease of reference.
• Open new grant file for every new grant.
• Ensure that all grant files are kept under lock and key.
• Scan all key grants documents and have soft copies saved in the sever

Desirable Qualifications and skills:

• Diploma in civil engineering and extensive experience in rural development, insecure, or post conflict environments.
• A minimum of 4 years experience in the field of infrastructure planning and construction, including management of infrastructure projects.
• Ability to supervise, direct, coach and mentor staff. Drive for results and effective resource management skills.
• Excellent communication and negotiation skills. Understanding of complex social-political environments. Ability to work under extreme pressure, in difficult conditions while maintaining security awareness.
• Flexibility and focus on processes and their improvements. Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
• Stamina, determination, commitment and adaptability in the workplace are required.
• Excellent communication, written and verbal Somali and English language skills required.
• Functional competencies: effective communicator with a wide range of actors and partners, successful negotiator, cross cultural facilitator and active learner.

How to apply:
Interested candidates must send a CV/resume to danquud.benadir@gmail.com.

Write “Engineer/Grants Officer” in the SUBJECT LINE.

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED.

Closing date: 04 November 2011