



VACANCY ANNOUNCEMENT

The United States Government, represented by the U.S. Agency for International Development (USAID) is seeking applications from qualified individuals for the position of **Civil Engineer** for its Mission in Liberia.

VACANCY #: FSN VA-669-16-000002
OPEN TO: ALL INTERESTED CANDIDATES
Current employees serving a probationary period with the Mission are not eligible to apply.

POSITION TITLE: Civil Engineer

OPENING DATE: June 27, 2016

CLOSING DATE: July 11, 2016

WORK HOURS: Full-time: 40 hours/week

EVALUATION FACTORS: Evaluation will be based on a 100-point Scale:

- Experience (30 Points),
- Skills and Abilities (25 Points),
- Job Knowledge (20 Points),
- Oral and Written Communication (15) and
- Education (10 Points).

SALARY: FSN-10: Ranging from USD 24,187 to USD 36,290.00 p.a. depending on full performance standards.

LOCATION: U.S. Embassy, Monrovia, Liberia

PERIOD OF PERFORMANCE: Initial two years with possibility of extension depending on need, performance, and availability of funding. This is considered a permanent position.

A. BACKGROUND

The Mission's Economic Growth Office has a large and diverse portfolio covering programs in agriculture, energy, natural resources and an array of infrastructure activities in support of these programs. These activities require additional site supervision and monitoring of construction work by implementing partners. Liberia's infrastructure rehabilitation program is complex and requires coordination with other donors, partners, USG agencies, and Government of Liberia's (GOL) line ministries, such as Ministry of Public Works, Ministry of Agriculture, Ministry of Planning, etc.

As part of USAID's support to the GOL's Agenda for Transformation, USAID's Economic Growth Office is involved in the rehabilitation of various types of infrastructure as it implements programs in agriculture, energy and natural resources. These include rural farm to market roads, market centers, warehouses, cold storage units, and small scale energy infrastructure. In addition, USAID provides technical assistance to assist Liberia's public sector in planning, constructing and maintaining these infrastructure facilities. Significant new activities are planned to support new infrastructure initiatives in the roads sector, the energy sector and in construction and rural rehabilitation programs.

In addition to sector programs in economic growth, agriculture, trade, livelihoods and transitions (including a large food security program), the USAID/Liberia has large programs in health, education, democracy and governance, all of which require some form of infrastructure assistance.

B. BASIC FUNCTION

The Civil Engineer will be based in USAID/Liberia Office of Economic Growth. The Civil Engineer will be required to travel throughout Liberia to conduct site visits to satisfy reporting requirements in conjunction with quality assurance and project acceptance inspections for ongoing contracted work. During field visits to work sites, at times the Civil Engineer may live and work in rustic conditions.

The Civil Engineer will participate in the planning, design and execution of new construction, renovation and improvement projects, providing engineering expertise and guidance, analyzing contract plans and specifications to identify problem areas or potential problems with planned construction and activities, and making recommendations to resolve problems. In addition, the incumbent will serve as a Quality Assurance Representative performing contract administrative functions with responsibility for the quality assurance and inspection of construction projects for compliance with plans, specifications, acceptability of materials, methods and workmanship, and required safety and labor law regulations. Projects may include, but are not limited to general construction of rural roads, bridges, market centers, commodity warehouses, water and

sanitation and civil work for energy programs, such as renewable energy (biomass, hydro power) plants. The Civil Engineer will work under the supervision and report to the Infrastructure Team Leader or his/her designate.

C. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent will have the following specific duties and responsibilities:

- a. Review of Implementing Partner's design plans and specifications and keeping administrative files and records of these activities.
- b. Scheduling and coordinating inspection visits and all logistical and equipment support requirements with contractors and key partners, including the Ministry of Public Works', relevant GOL agencies/ministries other donor projects, regional and county engineers, and district officials responsible for roads and other infrastructure operations and maintenance.
- c. Conduct field site visits for quality assurance/. Provide field trip reports both written and photographic as required to monitor progress and to ensure work is progressing in accordance with established designs, engineering practices, workmanship, safety and environmental considerations.
- d. Undertake duties of COR/AOR as needed. Provide input/advice to his/her supervisor regarding all matters pertaining to proposed, planned, and ongoing activities. Undertake engineering oversight activities as assigned by the Supervisor and/or the Contracting Officer.
- e. Attending all required meetings, scheduled events, and conferences related to assigned program and project activities. This may involve interacting with national, county and districtcommunity officials regarding facility/project completion and modification issues, including inspection, security, maintenance, operations and logistical support requirements.
- f. Assist in the preparation of the relevant sections of the OEG Semi-Annual Portfolio Reviews, design and procurement of new programs and activities, development of Operational Plans, as well as, other relevant program documents and reports as needed.

D. QUALIFICATIONS AND EVALUATION CRITERIA:

- a. Education: A Bachelor's degree in civil engineering is required. Preference will be given to candidates with a Master's degree and/or Registered/Professional/Accredited Engineer license.
- b. Prior Work Experience: A minimum of 7 years of pertinent professional experience of which at least 3 years must be at the senior civil engineer level on the design and implementation of infrastructure projects. Demonstrated experience in establishing relationships with key public sector, donor and private sector stakeholders is desirable. Specific experience working with U.S. Government agencies or international donors managing infrastructure projects is highly desirable.
- c. Language Proficiency: Level IV (fluent) in English. Excellent English verbal communication skills, tact, and diplomacy, and the ability to establish and develop productive working relations with key stakeholders are required.
- d. Knowledge, Skills and Abilities: Demonstrated expertise in civil engineering – design/management of construction activities and quality assurance, particularly in roads and bridges, is required. An in-depth knowledge of international building standards and practices is highly desired but not required. Knowledge of energy programming is highly desirable. Knowledge of USAID policies, regulations, methodologies, and documentation is also desired. S/he must have project management, implementation, design and evaluation skills, and the proven ability to identify problems and develop creative solutions, as well as demonstrated good interpersonal skills, and demonstrated ability to work effectively in a team environment and to solve problems in a technically-sound manner.

E. ADDITIONAL SELECTION CRITERIA

Management will consider potential nepotism/conflict of interest, and visa status when determining successful candidacy.

SELECTION PROCESS:

After initial screening of applications, only short-listed applicants will be contacted and invited for an interview and a written exercise. Applicants selected for interview will also be evaluated on their reference checks.

HOW TO APPLY

Complete applications shall be submitted no later than the closing date specified, and shall include the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for the position
2. Resume
3. The names and contact details of three references that can attest for your professional qualifications and/or work Experience
4. Documentation (e.g copies of certificates or degrees) that addresses the minimum requirements of the position.

SUBMIT APPLICATION TO:
The Civil Engineer Position
USAID/Liberia, C/O American Embassy
Service Entrance, Gibson Street, Mamba Point, Monrovia
Or by E-mail to: Sbrowne@usaid.gov&amangou@usaid.gov