

# **VOLCANIC ERUPTION EMERGENCY PROJECT (VEEP)**

Ministry of Finance, Economic Planning and Information Technology

Economic Planning Division

Kingstown,

Saint Vincent and the Grenadines

## **Terms of Reference FOR Senior Civil Technicians**

### **BACKGROUND**

The Government of Saint Vincent and the Grenadines has received financing from the International Development Association (The World Bank) and the European Commission under the Caribbean Regional Resilience Building Facility Single-Donor Trust Fund, towards the Volcanic Eruption Emergency Project (VEEP).

The Project Development Objective of the VEEP is to support Saint Vincent and the Grenadines to (i) provide short-term income support, (ii) improve the capacity of the Government to prepare for and respond to emergencies, and (iii) build back better critical services in the wake of the La Soufriere volcano eruptions. The VEEP comprises three components that seek to achieve the development objectives. To facilitate the proper execution of the Project, the Ministry of Transport and Works (MoTW) is recruiting three (3) Civil Technicians to provide technical support to the MoTW, to assist the Project Implementation Unit (PIU), particularly the Project Engineer in implementing activities under the Project and to receive first hand training as understudy to the Consultants at various stages of the consultancy.

### **SCOPE OF SERVICES**

The position of Civil Technician is a contracted full-time position. Work will be performed at the office of the Engineering Department of the MoTW in Saint Vincent and the Grenadines. The Civil Technician will report to the Chief Engineer through the Senior Engineers and shall be responsible for assisting with the infrastructure aspects of the VEEP under the direct supervision of the Chief Engineer. The Civil Technician will work closely with the Engineering team at the MoTW and will liaise with the PIU to ensure that the project activities are conducted according to the Government of SVG and World Bank requirements.

### **DUTIES AND RESPONSIBILITIES**

The Civil Technician will be mainly responsible for providing support to the Ministry of Transport and Works in all technical matters relating to planning, design, and implementation of the civil work activities under the infrastructural aspects of the VEEP project. By providing support, the Civil Technicians' assignment includes assessing the overall conditions of contract management and project implementation, recommending procedures or corrective actions, and eventually enforcing any approved recommendations or instructions from the Chief Engineer.

## **CORE DUTIES AND RESPONSIBILITIES**

### **1. Responsible for the implementation, monitoring and evaluation of assigned projects by;**

- i. Conducting site inspection visits of projects assigned
- ii. Attending site meetings and preparing record of construction
- iii. Assisting the Engineer/Architect in identifying design conflicts and making recommendations as to their solutions
- iv. Managing register of lab/test results
- v. Maintaining photographic records of projects assigned
- vi. Liaising with Clerk of Works on assigned projects for the purpose of information sharing and checking to ensure accuracy of records

### **2. Responsible for providing preparatory work on assigned projects by;**

- i. Assessing site conditions, recording measurements of existing structures and other pertinent conditions, collect soil samples and prepare sketches, details of site conditions, and provide detailed reports to the supervisor.
- ii. Preparing preliminary drawings, and cost for construction works assigned.
- iii. Assist in collaborating with Engineering Consultants on the assessment/studies and development of designs and execution of infrastructural projects;

### **3. Performing any other work-related duties that may be assigned from time to time**

## **EDUCATION AND EXPERIENCE**

- i. Five (5) CXC subjects including English and Mathematics and/or technical certificate and at least ten (10) years of experience in the Construction Industry.

Or

- ii. Associate Degree in Civil Engineering/Civil Engineering Technologies and at least five (5) years of experience in the Construction Industry.

## **KNOWLEDGE**

- Sound knowledge and understanding of the building code for St. Vincent and the Grenadines.
- Use of Microsoft Office
- AutoCAD or Similar

### **SKILLS**

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Excellent time management skills
- Excellent organizational skills

### **ABILITIES**

- Ability to work with minimal supervision at times
- Ability to use initiative
- Ability to exercise integrity in the execution of his/her duties
- Ability to exercise good judgment and pay visual attention to details
- Ability to withstand prolonged diverse weather conditions

### **PHYSICAL REQUIREMENT**

- Job is performed mostly outdoors with minimal office work
- Job requires extensive travel to various construction/work sites (field work)
- Work requires walking and standing for prolonged periods of time in different outdoor conditions
- Requires extensive local travel and outdoor site/field work
- Ownership of personal vehicle will be an asset.

### **CONTRACT DURATION**

The contract will be twelve (12) months in the first instance and would be subject to extension until the end of the contract closing date based on satisfactory performance.

### **RENUMERATION**

Senior Civil Technician will be paid a monthly salary.

## **REPORTING OBLIGATIONS**

The Senior Civil Technician will submit monthly reports highlighting duties performed during the month for which the report covers including sites visited, issues and grievances encountered, and how such issues were resolved. The consultant will submit to the Project Coordinator, one hard copy and an electronic copy (PDF format) of each report.

A contract completion report within one month of the end of period of performance of the contract containing achievement versus expectations, difficulties encountered, prospects for sustainability, and recommendations for increased efficiency and effectiveness in performing their duties and responsibilities.