

Job Title: Site Technician

Start Date: 3/10/2023

Deadline: 14/10/2023

Project: Education

Location: Aden_ Hays

Female applicants are welcome and encouraged to join the call

About VHI

“Vision Hope International e.V. is a humanitarian and development organization working with local communities and authorities in the Middle East and North Africa (MENA) region to transform societies in greatest need. Our aim is to alleviate extreme poverty by providing food security for families, protection and education for orphans, community integration for refugees and people with disabilities, and sustainable development that promotes human well-being. For more information about our organization, please visit our website at www.vision-hope.org.”

Job Description:

Site Technician will be responsible for following up with all implementations in sites to ensure that the contractor is adhering to the technical BoQs and within the planned time.

Responsibilities

Engaging with site operatives

- Direct supervisor on the implementation in site locations.
- Attend in Site locations daily.
- Supervise on work activities in Site locations.
- Liaise with the supervisor group to complete staff wages in draft, and finalize
- Prepare or participate the payment summaries for the implemented activities.

Site documentation and statistics

- Ensure all reported near misses are recorded following procedure, and submitted to the Officer project each week
- Ensure all Safety and Environmental Statistics are recorded and sent to the project officer monthly
- Ensure current revisions of drawings are the ones being used on the site
- Upload relevant site information onto teams, ensuring it is up-to-date

- Maintain a site diary, site correspondence file and photographic record of the project
- Produce and display a roles and responsibilities chart, establishing the responsibility for each role on-site

Monitor equipment

- Produce a site register to record all items
- Record the condition of materials arriving on site on a form with photographs
- Ensure the quality of the item which will be used in the sites.
- Establish daily records for items and workers.
- Supervise on quality of the storage.

Reporting:

- Prepare and provide the weekly and monthly reports.

General

- Ensure that policies of security and safety are applied by stakeholders in the site of implementation.

Requirements (Qualification and Experience)

- University Degree in technical field or field technical experience.
- At least three years of experience in technical field work.
- Excellent communication and interpersonal skills.
- Good English and reporting skills.
- Ability to explain problems simply and clearly.

How to Apply

- **Note: Only filled forms in the link below will be considered candidates.**
- please Use this link to apply for the position: [**Click Here**](#)
- CV, Cover letter, a copy of the university degree, and Experience certificates send them via email to: [**Recruitment.Yemen@vision-hope.net**](mailto:Recruitment.Yemen@vision-hope.net)
- Please write the job title and location in the Subject Field of your email as Site Technician
- Only short-listed candidates will be contacted.

- **RECRUITMENT IS URGENT:** Interested candidates are encouraged to apply as soon as possible and not to wait until the closing date