

**Job Title: Site Technician 3**

**Start Date: 21/12/2023**

**Deadline: 28/12/2023**

**Project: Resilience and Livelihood Project**

**Location: Raymah( Algafaria-Algabeen\_Bilad Altam)**

### ***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](http://www.vision-hope.org)."

### ***Job Description:***

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

**The selected candidate should be in the same district**

### ***Responsibilities***

#### **Engaging with site operatives**

- Direct supervisor on the implementation of construction works in the project location sites.
- prioritizing workload by providing a compliant and safe work environment.
- Ensures construction equipment, organization, and other technical and supervisor aspects and materials are going properly.
- Check on overall progress to ensure the work is being completed in a safe, timely manner.
- Coordinate with the logistic department and warehouse to ensure delivery of materials according to the required quantities and specifications.
- Make sure that safety and security policies and parameters are implemented effectively among the project team and workers in the field.

- Report any urgent activities, updates, accidents, defects, or any actions directly to the project officer and comply to the directions in accordance.
- Attend in location sites daily, work in coordination with internal teams and third parties to make working safe and feasible.
- Assist senior operations engineers on outage preparations.

#### **Site documentation and statistics**

- Liaise with the supervisor group to fulfil and finalize staff wages in draft.
- Submit all the required reports to the Officer project periodically or according to request including all the required information of site, working groups, and achievements up-to-date.
- 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 in use.
- 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 the quality of the storage.

#### ***Requirements (Qualification and Experience)***

- University Degree/diploma in civil engineering or other related fields.
- 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

- The candidate should live in the targeted district.

***Additional Considerations:***

- The Site Technician must adhere to VHI policies and the code of conduct, as well as faithfully and responsibly represent the organization.
- The gross salary for this position before the mandatory Tax and Social Security deduction is \$ 304

***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)
- **Interested candidates are encouraged to apply as soon as possible and not to wait until the deadline, as tests and interviews will be conducted on a rolling basis upon receipt**
- Please write the job title and location in the Subject Field of your email as Site Technician
- The test and the interviews will be conducted once the applicable candidates applies 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