# Job Description – Technical Cluster Facilitator

**Responsible to**: Engineering Coordinator (EC) – Technical matters.

 Technical Assistance Coordinator (TAC) - finance, administrative

and day to day management of cluster office.

**Accountable to:**

**Relates to**: Social Cluster Facilitator (SCF)

**Location**: Cluster Office.

**Purpose of the Job**

Under the guidance of EC and TAC, the position holder manages activities for an effective programme delivery at cluster level. Jointly with SCF, the position holder plans, implements and monitors programme.

**Main Duties**

**a. Technical**

* Under the supervision of EC, undertake project selection, feasibility study and design projects.
* Supervise and monitor physical and financial progress of projects.
* Maintain work measurement records and prepare bills through Senior Site Supervisor (SSS).
* Under the guidance of EC, undertake strengthening of technical skills of engineering staff, including SSS.
* Under the guidance of EC, maintain technical standards, quality assurance, environment management systems and worker safety.
* Forward unresolved issues to EC and TAC, as appropriate.

**b. Coordination**

* Maintain harmony and coordinate with VDC level Coordination & Monitoring Committee, Project Implementation Committee and other development actors.

**c. Planning, Monitoring and Reporting**

* In association with SCF, produce periodic report and monthly work plan for cluster level and submit to district office.
* Submit field reports, monthly report to district office.

**d. Management**

* Carryout administrative and financial works that required for cluster office.
* Bridge district and cluster for any management and technical issues.
* Responsible for producing and recording technical documentation, reporting and communication, as appropriate.
* Assist TAC / EC to comply PIM and KEP guidelines.

**e. Others**

* Any other official duties reasonably required for an efficient and effective programme implementation.
* Support national and international consultant on their visits and tasks at district level.

**f. Standards**

* Actively demonstrate a good behaviour in all aspects of work / service and social life.
* Become a model to other staff in work and as a person. This should result in, for example, high quality of work, justice and fairness, punctuality and respect to agreed timeframe, cooperation with other, positive attitude towards programme, and in general good behaviour in and out of work.
* To be able to manage all duties and people for whom he/she is responsible, without close supervision and at a good standard, and to develop / suggest new aspects of the job as needed.
* To be honest in all matters (e.g. financial, timekeeping etc) and to promote honesty in all levels. Honesty includes not seeking or obtaining financial and non-financial benefits through his/her work with KEPTA.
* To keep confidential information acquired during the course of work, especially those matters relating to people (staff, clients or others). This includes avoiding publicly criticising social culture and organisational structure.
* Maintain good relations with staff of KEPTA, GoN employees and other stakeholders.
* To build good public relations with those outside the organisation, including officials, community members and clients of the programme, with the objective to emphasise aims and priorities of KEPTA.
* Actively demonstrate no-alcohol / no-drug abuse standards at workplace (including site office).

**g. Experience and qualifications**

* Diploma in Civil Engineering with 5 years of experience OR Bachelor in Civil Engineering with 2 years of experience in survey, design, supervision and monitoring of range of community based infrastructures.
* Exposure in financial and administrative management.
* Experience and knowledge of working with government agencies and communities.
* Knowledge of engineering software such as AutoCAD.
* Accuracy in details
* Good reporting skills.