

**GOVERNMENT OF ST. VINCENT AND THE GRENADINES**

**Terms of Reference**

**CIVIL TECHNICIANS III**

**Saint Vincent and the Grenadines**

**Construction and Rehabilitation Programme Unit -Saudi Fund for Development Project**

**1. Background**

The Government of St. Vincent and the Grenadines has received financing from the Saudi Fund for Development (SFD) and intends to apply part of the proceeds for the payment of goods, works, related services and consultancy services to be procured under the project. The project is implemented by the Ministry of Finance, Economic Planning, and Information Technology.

**The Project Implementation Unit**

The Government of SVG (GoSVG) is establishing a Project Implementation Unit (PIU) at the Ministry of Finance, Economic Planning and Information Technology, Economic Planning Division (EPD) responsible for implementing the project activities and coordinating with relevant ministries. The PIU will have the following positions: Project Manager, Architect Financial Management Officer, Procurement Officer, Environmental Specialist, Social Safeguards Specialist, Project Engineer, Quantity Surveyor, Project Officer and administrative support.

The PIU will be a fully integrated part of the EPD structure, relying on EPD resources to deliver Project activities, including project planning, financial management, procurement, administrative support, environmental and social safeguards, and reporting in accordance with both Government and SFD requirements.

**Duties And Responsibilities**

The Civil Technician will be mainly responsible for providing support in all technical matters relating to planning, design, and implementation of the civil work activities under the infrastructural aspects of the 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 Project Engineer.

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

- Conducting site inspection visits of projects assigned
- Attending site meetings and preparing record of construction
- Assisting the Engineer/Architect in identifying design conflicts and making recommendations as to their solutions
- Managing register of lab/test results
- Maintaining photographic records of projects assigned

- 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.**

- 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.
- Assisting in preparing preliminary drawings, and cost for construction works assigned.
- 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**

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

Or

- Associate Degree in Civil Engineering/Civil Engineering Technologies and at least three (3) 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 exercise integrity in the execution of his/her duties
- Ability to exercise good judgment and pay visual attention to details

**Physical Requirement**

- Job requires travel to various construction/work sites (field work) with some office work
- Work requires walking and standing for prolonged periods of time in different outdoor conditions

**Contract Duration**

The contract will be two (2) years based on satisfactory performance.

**Remuneration**

Civil Technician will be paid a monthly salary.

**Reporting Obligations**

The 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 it to the Project Manager.