VACANCY ANNOUNCEMENT

WORLD VISION ETHIOPIA IS CHANGING AND GROWING! COME JOIN OUR DYNAMIC TEAM OF PROFESSIONALS TODAY TO MAKE A DIFFERENCE IN THE LIVES OF CHILDREN THROUGHOUT ETHIOPIA!

POSITION: **CRO- Water and Civil Works Engineer**

OPEN TO: **Ethiopian Nationals (Female candidates are highly encouraged)**
OPENING DATE: January 10, 2020
CLOSING DATE: January 20, 2020
Duration: **One Year**

World Vision Ethiopia (WVE) is an International Humanitarian Christian Organization whose objective is to provide holistic and integrated development and emergency response programs in the country. **WVE Central Regional Office** has an immediate opening for a person who fulfills the following qualifications.

Major duties:-

- Engage and ensure in timely planning, analysis and consolidation of requirements related to construction projects and consultancy services in consultation with CRO Management and water and other civil works professionals in respective APs
- Organize bid processing and produce bid evaluation analysis of construction works & consultancy services and submit to purchase committee.
- Prepare letter of award and contract agreement based on approved minutes of the purchase committee in compliance to the WVE Purchase Order & contract agreement templates.
- Ensure signing contract agreements and its timely implementation.
- Follow up the progress of major construction projects' physical implementation in compliance with approved work schedule, singed contract agreements, stipulated specification, standard quality and government policies and prepare payment certificate to be effected at CPOs
- Employ accountable and transparent system for bidding, contracting and awarding of construction and consultancy services.
- Oversee and advice APs' water and other civil works engineers in giving contract administration related supports on construction works & consultancy service supervision and contract administration management and provide capacity building trainings & orientation.
- Ensure the timely handing over of completed constructions by APs to the targeted beneficiaries or the concerned government offices and ensure proper documentations for future reference.
- Review periodically bid documents and engineering estimates of parallel Cluster Program Offices for experience sharing and benchmarking purposes.
- Develop a wide range of prequalified contractors and service providers profile to raise an opportunity of exploiting standard engineering & consultancy services with reasonable prices.
- Analyze contractual and administrative claims of contractors and propose technical responses and solution to the CRO management for reporting

2. Qualifications Required: B.Sc degree in Water Resources, Civil, Water & Environmental Engineering or related field

3. Work Experience: Minimum 5yrs experience in Water and other civil engineering works administration

4. **Technical Skills and Abilities**

- Committed to the core values of World Vision
- Excellent communication skills, both oral and written in English.
- Creates and encourages a climate of team-work and collaboration in a diverse cultural environment.

- Consistently achieves high-level results, manages and delivers projects on-time and on-budget.

5. Additional Requirements: Committed to WV's vision, mission and core values.

6. Place of Work: Central Regional Office, Addis Ababa.

7. Salary: World Vision has an attractive salary and benefits package.

8. How to Apply

Interested applicants **must** require to fill the updated employment application form only found **http://docs.ethiojobs.net/wve-jaf.pdf**) . Applicants should email before the closing date of this announcement to yonas_tamire@wvi.org by stating the position you apply for in the subject line.

World Vision Ethiopia is a child focused Organization and is striving to keep children safe and is committed to ensuring that only those who are suitable to work with children are considered for this position.

Note: We do not receive CVs, application letters, credentials and supporting documents at this point

: Internal Staff must attach appointment letter of current location, if not application will not be considered

: Only Shorted listed candidate will be communicated for Interview and Exam!

: We do not entertain Personal phone calls.