

## Project Assistant for Post-Ketsana Rehab Infrastructure Project

**DEADLINE FOR APPLICATIONS:**  
**DATE OF ISSUANCE:**  
**ORGANIZATIONAL UNIT:**  
**DUTY STATION:**  
**VACANCY ANNOUNCEMENT NUMBER:**

**5 August 2011**  
**28 July 2011**  
**HUMAN SETTLEMENTS AND ENVIRONMENT PROGRAM**  
**QUEZON CITY**  
**HS/E - 001- 2011**

### Remuneration

Compensation package for the engagement shall consist of a gross allowance with benefits and a pro-rated 13<sup>th</sup> month pay.

The post shall be under the project "**Initiating Self-Help Retrofitting and Small Infrastructures Development with Technical Capability-Building towards the Development of Community Disaster Preparedness and Mitigation Plan**". The project will run for a period of **nine (9) months with possible extension**.

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### TAO-Pilipinas Core Values: Integrity, Professionalism, Respect for Diversity

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### Responsibilities

The post is located at the office of TAO-Pilipinas (Technical Assistance Organization), Inc. in 27-A Matiyaga St., Barangay Central, Diliman, Quezon City. Project sites are located in Rodriguez, San Mateo, Novaliches and Taytay. It will be directly under the general guidance of the Human Settlements and Environment (HSE) Program Director. The main tasks will involve design, development and construction supervision of small infrastructures specifically evacuation center, foot bridge and handrail.

The incumbent shall be responsible in carrying out the following:

1. Under infrastructure design and construction:
  - a. Assist in the planning and design consultation process with stakeholders;
  - b. Prepare design development drawings based on the results of consultation;
  - c. Assist in coordination meetings with engineering consultants and undertake the necessary revisions to the plans;
  - d. Coordinate with consultants for the completion of contract documents and other requirements of the project;
  - e. Submit and follow-up release of applications for necessary permits for the construction and occupancy/use of the infrastructure.
  - f. Supervise infrastructure construction in coordination with the local community.
  - g. Ensure that delivery of outputs is according to specifications and approved time table.
  - h. Consult the HSE Program Director on matters requiring decisions to implement changes in planned infrastructures.

### Competencies

**Professionalism:** sound knowledge and experience in design and construction with strong presentation skills; ability to evaluate and integrate information from a variety of sources using standard methodologies and analytical techniques, draw conclusions and assess relevance to human settlements and environment issues. Must have basic knowledge in disaster risk reduction and management and familiarity with Sphere Standards.

**Planning and Organizing:** ability to plan own work, manage conflicting priorities and work under pressure of tight and competing deadlines. Can work independently without supervision.

**Communication:** excellent communication (spoken and written) skills, including the ability to draft analytical reports, background documentation and other communications and to articulate ideas in a clear and concise style.

**Teamwork:** very good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Client Orientation:** ability to establish and maintain effective working relationships with other staff and outside collaborators, for purposes of substantive coordination.

**Technology Awareness:** fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheet, CADD, Sketchup, Internet.

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## QUALIFICATIONS

### Education

Recent graduate preferably of architecture or with knowledge in design and construction of institutional buildings and small community infrastructures.

**Work Experience**

Experience and knowledge of the institutions and processes of the NGO system in the Philippines; Experience in participatory planning and design; and construction supervision desirable. Experience in direct community interaction related to human settlements and environment issues and disaster risk reduction is an advantage.

**Languages**

Fluency in English and Tagalog with excellent drafting ability essential.

**Other Skills**

Knowledge of relevant institutional mandates, policies and guidelines pertaining to building construction and disaster risk management. Knowledge of the institutions and processes of TAO-Pilipinas, Inc., an advantage. Strong desire to work with the poor.

English and Tagalog are the two working languages of TAO-Pilipinas. TAO-Pilipinas is a **NON-SMOKING** environment.

**How to apply**

All applicants are strongly encouraged to apply as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement. Applications may be sent through email or fax. Include the Vacancy Announcement Number **HS/E-001-2011** in the subject heading.

Applicants must submit the following documents:

1. Application Letter
2. Curriculum Vitae
3. Two (2) recommendation letters from former employers or professors.
4. Include preferred salary.

Applications will be acknowledged where an e-mail address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received.

All short listed candidates will be notified on or before August 5, 2011.

**E-mail:** tao\_phil@yahoo.com

**Fax:** +632 441 0998