

**The „Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH“  
German Development Cooperation**

**“Participatory Infrastructure Project” (PIP)**

Project No. 16.2097.0-003.00

Job Vacancy Announcement for the position of  
**Civil Engineering Expert**

**Starting date:** 1<sup>st</sup> of March, 2018

**Duration of contract:** 12 months (subject to renewal)

## About GIZ

The wide range of services offered by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH are based on a wealth of regional and technical expertise and on tried and tested management know-how. We are a German federal enterprise and offer workable, sustainable and effective solutions in political, economic and social change processes.

Most of our work is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). However, GIZ also operates on behalf of other German ministries and public and private bodies in Germany and abroad. These include governments of other countries, the European Commission, the United Nations and the World Bank. We are equally committed to helping our clients in the private sector attain their goals.

The registered offices of GIZ are in Bonn and Eschborn. In 2016, our business volume amounted to around 2.4 billion euros. Around 70 per cent of our local workforce of 18,260 people is national personnel working in over 120 countries. In our capacity as a recognised sending organisation, we currently have 640 development workers in action in partner countries. In addition, CIM, a joint operation of GIZ and the Federal Employment Agency, placed almost 850 integrated and returning experts with local employers abroad in 2016 while providing them with financial support and advisory services.

## About GIZ Egypt

Since 1956, GIZ has been present in Egypt implementing projects on behalf of the German government. We thus contribute to the economic and social stabilisation of the country. GIZ Egypt currently employs around 200 national and 50 international experts.

Our projects in cooperation with the Egyptian government focus on the areas of renewable energies and energy efficiency, sustainable economic development for employment, water supply and sanitation, irrigation and waste management, youth, women and families and urban development.

The GIZ Office Cairo supports the implementation of projects by providing logistic, financial, procurement and personnel services.

To examine Egypt's projects' portfolio, please visit us on <http://www.giz.de/egypt>.

## About the Project

The Participatory Infrastructure Project (PIP) is an Egyptian-German development measure implemented in cooperation between the Egyptian Ministry of Housing, Utilities and Urban Communities (MoHUUC) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The PIP started in April 2017 and goes until October 2020. The project receives significant co-financing from the European Union (EU) in addition to the core-financing the German Federal Ministry for Economic Cooperation and Development (BMZ) and contributions by the Egyptian partner.

The rationale of the project is to improve living conditions in informal areas through an integrated and participatory urban development approach. The project will implement a series of medium scale infrastructure improvements and cooperate with civil society on initiatives that enhance the quality of life in informal areas. Special attention will be paid to capacity development on all levels of governance, in order to mainstream participatory methods and tools developed in the preceding Participatory Development Programme in Urban Areas (PDP). The implementation of further infrastructure enhancement activities will enable all involved stakeholders to adapt to a coherent approach to urban upgrading.

Consequently, the overall project design will comprise three action fields:

1. Improving Infrastructure and Social Services in Informal Areas
2. Participation of Civil Society in Socio-Economic Development of Informal Areas
3. Improving the National Policy Framework for Developing Informal Areas

<b>Salary band 4 Professional 4T</b>	<b>Civil Engineering Expert</b>
Reports to:	Construction Coordinator of Participatory Infrastructure Project (PIP)
Deputy:	--

## A. Responsibilities

The Civil Engineering Expert, within the context of the Participatory Infrastructure Project, is responsible for

- providing all technical services in agreement with the management and in line with the governing EU and GIZ rules and regulations
- performing technical activities and providing technical support to the project on infrastructure and construction projects throughout projects planning, design, tendering and execution/supervision
- handling all technical aspects related to consultancy services contracts of infrastructure and construction projects from initiation to closing
- undertaking daily operational aspects of all issues related to infrastructure and construction projects
- coordinating infrastructure and construction project matters with GIZ Headquarters, the relevant GIZ “Urban Development Cluster” units and the targeted beneficiaries (Governorates, districts, relevant authorities and civil society organizations)
- coordinating data collection and compilation, and providing technical advices related to the monitoring and evaluation of infrastructure and construction projects

**The Civil Engineering Expert performs the following tasks:**

## B. Tasks

### 1. Professional advisory services

The Civil Engineering Expert

- provides technical assistance and advices on all issues related to scope identification, planning, design and supervision of infrastructure and construction projects (buildings, streets, water supply, sewage, etc.), that get identified through preliminary studies and local areas development plans (LADPs)
- is jointly responsible with the Construction Coordinator for the supervision of the preparation of terms of reference for infrastructure and construction projects preliminary and feasibility studies, design, and supervision
- performs consultants' procurement, evaluation activities and consultancy services for contracts preparation in coordination with the Finance, Contracts and Procurement Unit (FCPU)
- monitors the work of international and national engineering consultants on the design, tendering, procurement and supervision activities
- participates in formulating projects action plans and helps in synchronising the planning and budgeting systems and counterparts relevant work
- conducts regular monitoring and evaluation site visits, writes technical reports on site visits and coordinates recommended actions with relevant parties
- takes a lead role in preparing progress and completion reports, and following up on the reporting process of infrastructure and construction projects
- participates in the elaboration of reports as per BMZ and EU requirements
- coordinates and provides technical support in payments processes and administration between consultants/contractors and FCPU
- ensures the timely implementation of construction projects according to agreed time schedules
- conducts evaluation of contractors' claims in terms of additional works
- provides technical assistance on the elaboration of operational and maintenance plans
- ensures compliance between GIZ, EU and the national procedures related to issuing of building licenses, procurement, contracts preparation and implementation (incl. the relevant EU rules and regulations stipulated under the EU Practical Guide (PRAG))
- performs other duties and tasks in the technical sector at the request of the project management

## 2. Communication and networking

The Civil Engineering Expert

- develops and maintains contacts with governorate/district officials, community representatives and consultants as well as other stakeholders and maintain regular contact and dialogue
- communicates local interests and efforts, and encourages sharing ideas and information for the benefit of the project
- gets involved in advisory activities and meetings with relevant stakeholder (e.g. Districts, and Governorates, Communities) when needed
- provides technical and operational assistance to local and international experts
- supports the project personnel with their communication and networking activities on technical related matters
- compiles lessons learnt from projects implementation and makes them available to the company

## 3. Other duties/additional tasks

The Civil Engineering Expert

- performs other duties and tasks at the request of management

## C. Required qualifications, competences and experience

### Qualifications

- Master degree in engineering (civil engineering, infrastructure planning, architecture, urban planning) and **at least ten years of command experience** in construction and infrastructure projects of the whole project cycle (planning, design, procurement, supervision, public sector and government bodies work relationships etc.)

### Professional experience

- Demonstrated ability to provide advisory and consultancy services, especially in the field of technical infrastructure and construction.
- In depth knowledge in management, design and construction supervision of urban infrastructure projects.
- In depth knowledge and relevant professional experience in working with Egyptian local authorities on Governorate and District level.
- Specific experience in preparing tender documents according to applicable procurement procedures is obligatory.
- In depth knowledge about work contracts and their stipulations.
- Ability to collect, collate and assess information from different sources prior to disseminating relevant reports and conclusions.

### Other knowledge, additional competences

- Excellent analytical, interpersonal and communication skills.
- Capacity to liaise easily in a multicultural and multilingual environment.
- High sense of responsibility and confidentiality and the ability to work in politically sensitive areas as well as in a big team.
- Experience in dealing with international development cooperation would be an asset.
- Good working knowledge of IT related software, computer applications (e.g. MS Office, MS Project and engineering software AutoCAD, etc.).
- Advanced communication skills; ability to explain complex problems to a non-technical audience.
- Experience to serve a wide range of clients and multiple stakeholder interests at the same time.
- High sense of responsibility and confidentiality.
- Fluent in Arabic and English.

#### D. Application procedure

- Kindly send your applications in English by e-mail to [HR-Egypt@giz.de](mailto:HR-Egypt@giz.de) and [shahira.adel@giz.de](mailto:shahira.adel@giz.de) by **latest Saturday, the 9<sup>th</sup> of December, 2017**.
- Only e-mail applications mentioning the subject title “Civil Engineering Expert/PIP – your name” will be considered.
- **Applicants with less than 10 years of experience will not be considered**
- The following documents should be included in the application:
  - ✓ motivation letter
  - ✓ updated curriculum vitae with photo and date of birth
  - ✓ earliest date of availability and contact details (at least mobile/phone no. and e-mail address)
- The position is initially for 12 months, subject to renewal, based on a successful employment period.
- The envisaged starting date for the position is the 1<sup>st</sup> of March, 2018.
- The work location will be the PIP Office in El-Zamalek, Cairo.
- Travelling to informal areas within the Greater Cairo Region will be required.
- The position is for candidates with Egyptian Nationality and holders of Egyptian work permits only.