

## Terms of reference: RCU Civil engineer

The Civil engineer is subordinated to the RCU Coordinator and works in close collaboration with the Social Development Specialist and the Office Manager (M&E specialist).

### **Responsibilities of the Civil Engineer:**

- 1) Be the resource/contact person between the RCU and its county antennas (CCUs), as well as regional and local partners (Counties, Municipalities, Communities, CBOs and NGOs) on all engineering aspects,
- 2) Provide, if required, assistance to the PCU Engineer in developing (a) objective criteria of technical feasibility (b) minimum requirements for different civil works and (c) average reference lists of costs;
- 3) Render available to the CCUs and applicants standard plans and specifications (ex. roads, irrigation, schools, etc.);
- 4) Help prepare (a) standard technical and financial specifications for maintenance of public works, (b) technical and financial references for local guarantees of maintenance fund by relevant responsible beneficiary;
- 5) Provide support to the other RCU staff and to the CCUs on engineering, environmental and technical aspects of subprojects ;
- 6) Supervise, check or undertake, when requested, the engineering and/or environmental feasibility study of the subprojects (documents, site visits) presented by applicants in the region of his /her concern ;
- 7) Upon request, review and agree on the technical design of the subprojects (ex. verification of calculations, technical designs, etc. and propositions of amendments)
- 8) Prepare/review bidding specifications and contracts on engineering aspects and /or participate (as observer) in the procurement procedure for civil works;
- 9) Supervise or organize supervision of the works in name of CSERP, including verification of application of norms and standards set up by the CSERP, and organize planned and unannounced at random site visits ;
- 10) Upon request, review and agree on the invoices from contractors (on the basis of work supervision done by the RCUs and CCUs).
- 11) Upon request, review and agree on possible extra works and supervise or participate in the Hand Over of the works;
- 12) Together with the PCU engineer, identify capacity building needs (a) for CSERP staff on engineering and environmental matters (RCUs CCUs), (b) for regional and counties relevant staff

**Necessary qualifications:**

- Master's Degree in Civil Engineering or related discipline;
- At least 5 years of field work experience in governmental structures, international organizations, private sector or NGO sector, in the design and supervision of small community infrastructure projects;
- Experience in managing, on the field, similar donor-funded projects will be a distinct advantage.
- Good knowledge of the Croatian state institutions, at national and regional level, will be considered an asset ;
- Good communication and social skills;
- Basic computer literacy (Word, Excel, Powerpoint; Access)
- Fluency in Croatian and English.

**Working conditions:**

The RCU Civil Engineer will be stationed in the region of assignment in Sisak / Zadar / Đakovo, but should be ready to travel to various project sites throughout his/her region, hold numerous meetings and work under pressure.