

Ratauli Yuwa Club (RYC), Mahottari

PROJECT: Partnership for Quality Inclusive Early Childhood Development & Basic Education.

Job Description

Position Title: Construction Coordinator

Level: Coordinator

Location: Ratauli Yuwa Club (RYC), Mahottari

Reports to: Sr. Project Coordinator, SCI Project Manager & Infrastructure Coordinator

Supervises: NA

Field Area: Mahottari and other delegated locations/ SDF Program area

Field Engagement: Approx. 80% time in field monitoring and verification

Role Summary

The Construction Coordinator will be responsible for technical design & estimate, **technical supervision, monitoring, and coordination** of infrastructure projects (mainly construction and renovation of school/ECCD buildings). The role includes **community mobilization, quality control, documentation, and stakeholder coordination** to ensure timely and effective project implementation.

Key Responsibilities

Technical Supervision & Implementation

- Assess vulnerability and physical condition of school/ECCD buildings.
- Oversee field-level construction and renovation works, ensuring quality and compliance.
- Supervise construction sites daily; monitor masons, labourers, and material usage.
- Review and interpret architectural and engineering drawings.
- Support procurement of materials and verify deliveries on-site.
- Prepare cost estimates and resource plans for each site.
- Ensure adherence to building codes, safety protocols, and environmental standards.
- Solve technical issues as they arise during construction phases.
- Prior experience in infrastructure development under NGO/INGO projects preferred.

Planning, Monitoring & Reporting

- Prepare field-level action plans in coordination with program officers, SMCs, and stakeholders.
- Maintain accurate records of NFI, labour wages, material usage, and transportation.

- Update project status weekly and report to the Sr. Project Coordinator and SCI Technical Line Manager.
- Support project completion reporting with field verification.
- Assist schools/SMCs in conducting social audits and documentation post-construction.

Coordination & Community Mobilization

- Share project objectives and implementation processes with School Management Committees (SMCs).
- Guide the formation and orientation of Construction Committees and contractors.
- Ensure timely documentation of meetings, minutes, and field updates.
- Maintain strong relationships with local government, SMCs, and community stakeholders.
- Work closely with SCI's SDF team for field coordination and guidance.

Documentation & Compliance

- Ensure 100% support for construction-related documentation.
- Maintain digital and physical records of designs, permits, contracts, and progress reports.
- Ensure project documentation is up-to-date and audit-ready.
- Well manage the construction process and documentation coordination with SMC, Local stakeholders and contractors.
- Prepared Assessment of the field to complete documentation, prepared MB report and released expenses to stakeholders.

Essential Skills & Competencies

- Technical supervision, backstopping, and field-based management
- Strong command of **AutoCAD, Civil 3D, MS Project**, and other relevant software
- Infrastructure design, drawings, budgeting, and execution
- Excellent knowledge of Nepal's building codes and construction standards
- Effective communication, community facilitation, and negotiation skills
- Strong coordination with vendors, contractors, and local authorities
- Strong report writing, documentation, and financial monitoring ability
- Ability to work independently under pressure and meet tight deadlines
- Valid two-wheeler driving license with regular field mobility

Child Safeguarding Responsibilities

- Ensure all activities are in compliance with Save the Children's Child Safeguarding and Protection policies.

- Immediately report any child protection concerns to the Sr. Project Coordinator.
- Ensure Child Protection Policy and Code of Conduct visibility at all construction/activity sites.

Well-being and Ethics

- Promote a safe and respectful working environment within the team.
- Follow RYC's "Do No Harm" policy in all aspects of program implementation.
- Support staff well-being and report team challenges to leadership when necessary.

Minimum Qualifications

Preferred: Master's degree in civil engineering, construction management, or a related field. **Or** a bachelor's degree in civil engineering or equivalent with at least **3 years in the officer level** of relevant experience. Must be registered with the **Nepal Engineering Council**.

Desirable Attributes

- Strategic thinking and problem-solving skills
- Experience in market/vendor assessments
- Leadership, mentoring, and coaching capacity
- Analytical and cost control skills

END