

Site Operations Coordinator

Introduction

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

Purpose

The Site Operations Coordinator will be responsible for effectively coordinating, implementing, and ensuring the quality of DRC's care and maintenance program in Refugee and Migrant Hosting Sites in the region of Attica where DRC is the Site Management Support actor. In direct administrative management from the SMS Coordinator and close support and technical management from the Shelter/WASH Advisor the Site Operations Coordinator will be assigned as necessary to oversee all technical assessments, reports and monitoring of various projects undertaken by DRC. S/he will work closely with the SMS Coordinator of the site to ensure that all projects /maintenance/repairs are technically sound and proportionate to the need for humanitarian assistance.

Duties and Responsibilities

Responsibilities will include, but not necessarily be limited, to the following:

- Proposing a regular Care & Maintenance schedule and prepare technical descriptions and proposed solutions in case of any malfunction or deficiencies noted in the site's networks (electrical, water supply, sewerage, surface run offs etc) or in

structural infrastructures (buildings, prefabricated houses) in compliance with National and Humanitarian Standardization and Construction Norms.

- Provide technical (electrical & mechanical) guidance to Site Operations team,
- Draft TORs, Technical Annexes, BOQs and Contract Requirements for Construction and Care & Maintenance Contractors to be hired by DRC for the site of his responsibility. This might include quantitative assessment of the electrical supply needs of a new construction or a connection of a new prefabricated accommodation unit to the power grid, according to Greek and International Standards, Regulations and Codes,
- Coordinate with all external technical actors contracted by DRC to monitor works and receive and review all reports,
- As necessary, oversee activity of contractors (lead quantity surveys, follow time schedules, budgets etc.) for any electrical, mechanical or construction works related to Site Operations care, maintenance and improvements works in the site of his responsibility,
- Monitors qualifications and quality standards for contractors,
- Develop efficient, safe and technically sound electrical, mechanical programming based on assessments, consultant reports and Greek Standards and Codes,
- Develop a program for periodic care and maintenance in the facilities that DRC supports,
- Any other tasks assigned by the SMS Coordinator to support DRC's activities,
- Suggest measures to improve security of PoC and to prevent PoC's exposure to electrical or mechanical related hazards and
- Coordinating with SMS, Shelter/WASH Advisory Team in order to resolve issues regarding care, maintenance, supply and installations of the Site.
- Reporting to: SMS Coordinator and Shelter/WASH Advisor

Required Qualifications

- University degree in Electrical or Mechanical Engineering.
- Certificate of Membership in the Technical Chamber of Greece.
- Minimum 5 years of proven experience as an Electrical or Mechanical Engineer on medium to large scale infrastructure projects.
- Strong verbal and written English skills. Must be able to read and write technical documents in both Greek and English.
- Strong computer skills. AutoCAD and MS Office experience is required
- Previous working experience with local or international NGOs will be considered as a strong advantage
- High professional ethics

Skills & Qualities

- Excellent interpersonal and teamwork skills, working with different groups, partners and nationalities
- Strong initiative and self-motivated, with a strong commitment to teamwork and humanitarian principle
- Flexible, enthusiastic and willing to learn from others
- Ability to multitask and cope with competing demands under tight deadlines
- Ability to cope with high workload and stress and identify priority activities and assignments, and adjust priorities as required
- Ability to establish and maintain good working relationships in a multi-ethnic, multi-cultural and multi-disciplinary environment

General Regulations

- The employee shall follow DRC instructions on safety, confidentiality and ethical guidelines, including the Code of Conduct and the Humanitarian Accountability Framework.
- Employee should not engage in any other paid activity during the DRC contract period without prior authorization.
- Employee should not engage in any activity that could harm DRC or the implementation of any project during the DRC contract period.
- Employee should not give interviews to the media or publish project-related photos or other material without prior authorization.
- Employee shall return all borrowed equipment for the project to DRC after the end of the contract period or upon request.

Application Process

Interested? Then apply for this position on line: www.drc.dk/about-drc/vacancies/current-vacancies. All applicants must send a cover letter and an updated CV (no longer than four pages). Both must be in English.

Applications close on the **5th of March 2018**.

Due to the urgency of the position DRC reserves the right to recruit a candidate who matches the required profile before the above deadline.