

Position Title:	Senior Civil Engineer
Department:	Planning, Programmes, Monitoring and Evaluation
Grade Level:	Supervisor
Location:	Freetown
Reports to:	Director – Planning, Programmes, Monitoring and Evaluation
Provides supervision to:	Civil Engineer

General duties:

To provide assistance to the Monitoring and Evaluation Team and ensuring that strict confidentiality is adhered to at all times.

Specific duties: *(please define in output format what you expect to see as a result of this position)*

Key Outputs/Responsibilities (Accountabilities and results)	
1.	Monitor and evaluate the improvement in the road network due to works funded or co-funded by the Administration
2.	In collaboration with the Monitoring & Evaluation Team to evaluate the physical performance of the designated road agencies against key performance indicators
3.	Actively participate in monitoring road network conditions and trends
4.	Work with the Monitoring & Evaluation Team in developing procedures for technical compliance audits of actual vs. planned road maintenance works executed by designated road agencies
5.	In coordination with the M&E Team, elaborate on the technical components (scope of works, plans, designs, drawings, bill of quantities) for the approved projects with respect to the main principles of economy, transparency and objectivity of the overall process
6.	Actively involved in preparing M&E reports and to perform any other assignments as directed by the Head of Monitoring & Evaluation
7.	Actively participate in the review of annual road maintenance programs of designated agencies
8.	Carry out additional responsibilities that may suit his/her position and ability as assigned

General Competencies:

- **Team Leadership** – The ability to demonstrate interest, skill, and success in getting groups to learn to work together; maintain an overview of entire projects while continuing to attend to detailed technicalities
 - **Managing performance** – The ability to take responsibility for own and subordinates’ performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback and addressing performance problems and issues promptly, including skills development
 - **Building collaborative relationships** – The ability to develop, maintain and strengthen partnerships with others inside or outside the organization who can provide information, assistance and support; accommodate multi-stakeholder needs; work with government organisations and Board members on sensitive issues
 - **Fostering innovation/Flexibility** – The ability to develop, sponsor, or support the introduction of new and improved methods, procedures or technologies to improve the organisation’s effectiveness; openness to different and new ways of doing things; create best practice within an organisation
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- **Personal credibility** – Demonstrated integrity in life and work, practicing accountability, responsibility, reliability, cost management and trustworthiness
- **Knowledge management** – Understands the public sector, the organisation’s mission, vision, goals and its business; aware of own role in ensuring goals are achieved; identify, understand and apply policy objectives affecting road maintenance
- **Gender & cultural diversity** – Has respect for and is sensitive to different groups; seeks to understand and respect differing perspectives and viewpoints

Specific Competencies:

- **Empowering others** – The ability to convey confidence in employees’ ability to be successful, especially at challenging new tasks; delegating significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues
- **Technical expertise** – The ability to demonstrate depth of knowledge and skill in area of expertise, while completing tasks in a cost effective manner
- **Communication** – The ability to express oneself clearly in conversations and interactions with others and in business writing, to ensure that information is passed on to others who should be kept informed, while observing confidentiality; the ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences
- **Interpersonal awareness** – The ability to notice, interpret and anticipate others’ concerns and feelings, and to communicate this awareness emphatically to others
- **Information Technology** – Proficient in the use of hardware and software required to perform tasks effectively
- **Analytical/forward thinking** – The ability to tackle a problem by using a logical, systematic, sequential approach, while anticipating the implications and consequences of situations and take appropriate action to be prepared for possible contingencies; to design, plan and manage projects
- **Initiative** – Identifying what needs to be done and doing it before being asked or before the situation requires it
- **Entrepreneurial orientation** – The ability to develop and implement cost management initiatives; willingness to take calculated risks to achieve business goals
- **Thoroughness** – Ensuring that own and others’ work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled
- **Decisiveness** – The ability to make difficult decisions in a timely manner
- **Stress management** – The ability to keep functioning effectively when under pressure and maintain self-control in the face of hostility or provocation; maintaining work/life balance
- **Time management** – Punctual for work and meetings; ability to prioritise work, multitask and consistently meet deadlines
- **Customer orientation** – The ability to demonstrate concern for satisfying one’s external and/or internal customers

Accepted by:		
_____ Employee (printed)	_____ Signature	_____ Date
_____ Head of Department (printed)	_____ Signature	_____ Date
_____ Human Resources (printed)	_____ Signature	_____ Date