

Ministry of Agriculture, Livestock and Irrigation
Department of Rural Development
National Community Driven Development Project (NCDDP)
Auto CAD Training & Design/ Drawing Assistant-1 Posts
Ref No. C 59/2016

Duty station: Union Level, Department of Rural Development, Ministry of Agriculture, Livestock and Irrigation, with frequent travel to townships.

Contract Type: A one-year (12 months) time base contract, full time and renewable subject to annual performance review and project need.

Introduction

The objectives of the National Community Driven Development Project (NCDDP) is

- To enable rural communities to benefit from improved local infrastructure and services through a people-centered approach.
- To enhance the Government's capacity to respond promptly and effectively to an eligible crisis or emergency.
- To enable the government to deliver visible results of reform at the community level.
- Help to foster a constructive relationship between government and communities.

For more details about the NCDDP, suggest visiting to the project webpage at www.cdd.drdmyanmar.org.

With a rapid scaling up of the project, building up capacities to township TFs and DRD infrastructure team is critical. In this context, DRD intends to apply parts of the proceeds for hiring of 1 local Design/Drawing Assistant to be base at Union CDD Secretary Office with frequently visits to the project townships.

Main Objective of the Position.

Support Union level DRD in conducting training of NCDDP, DRD and Technical Facilitation Staff (TFs) at regional and township level and assist in developing good design and drawing of sub project infrastructure.

Description of duties and responsibilities:

The Design/Drawing Assistants will be a member of the Union Infrastructure team, based at DRD Office, Nay Pyi Taw and travelling to NCDDP target township areas. He will;

- Under supervision of Union Project Infrastructure Unit, conduct Auto CAD trainings of Regional DRD and Township DRD and Township Technical Facilitators in ;
 - Relevant NCDDP operational procedures,
 - Basic Design Considerations on Disaster Resistance and Environmental Safeguards.
 - Good practicing on all types of sub project infrastructure
- Advise NCDDP on technical quality issues and make recommended changes in Standard Design and Drawing as required.
- Become very familiar with all key project documents, in particular the Operations Manual, ECOP, Standard designs, Specifications and bills of quantities, and the Engineering/Technical design and supervision forms and procedures.
- Work closely with the training unit of NCDDP to develop and improve training materials and methods.
- Review to develop relevant Standard Design and Drawing according to each project area concerned
- Checking design preparation and the quality of drawing in every project townships
- Accomplish other tasks as requested, according to project's needs.

Qualifications and experiences Architecture

- Bachelor degree in **Civil/Architecture** engineering
- At least 4 years of experience in developing design and drawing, infrastructure implementation and supervision.
- Show sensitivity towards gender and ethnic issues found in the rural areas and a willingness to travel to and in townships for extended periods of time.
- Knowledge and experience of government and foreign aid project operations.
- Good command of spoken and written English
- Good computer skills including MS. Office. Knowledge of CAD software is highly desirable.
- Willingness to transfer skills.

Preferable:

- Prior experience with NCDDP is desirable.
- Strong ethical commitment to impartiality, integrity and transparency
- Possess strong team building capacity, good communication and social skills and ability to coordinate with local people.
- Ability to work independently, within the framework of the project's requirements.

To Apply

Application must be submitted in a written form to the address below (in person, or by mail, or by fax or by e-mail) by **August 11, 2016**.

Further information may be obtained the address below during office hours from 0900 to 1600, Monday through Friday, except public holidays.

Attn: **U Kyaw Swa Aung** (Director),

NCDD Project Secretariat Office, Department of Rural Development, Ministry of Agriculture, Livestock and Irrigation.

Office No. 14, Nay Pyi Taw, Myanmar.

Telephone: 067 – 409071

Email address: unioncddprocurement@gmail.com

Contact to: **Daw Su Wai Kyaw** (S.A.E),

NCDD Project Secretariat Office, Department of Rural Development, Ministry of Agriculture, Livestock and Irrigation.

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