

## Junior Expert (JE) Job description

### I. DESCRIPTIVE PART OF THE JOB

<b>Application date</b>	
<b>Job title</b>	Junior Expert in Sustainable architecture <i>(ex: digitalisation, gender, etc.)</i>
<b>Main job domain (sector of activity)</b>	Urbanisation <i>(ex: justice, agriculture, etc.)</i>
<b>Job holder (name of JE)</b> <i>(to be filled in after the selection of JE)</i>	
<b>Job holder's (JE's) Signature + date</b> <i>(to be filled in after the selection of JE)</i>	

General information			
<b>Enabel or NGA Project/programme</b>	<input checked="" type="checkbox"/> Enabel	<b>If Enabel : Navision code</b>	RWA1901111
	<input type="checkbox"/> NGA	<b>If NGA : NGA name</b>	
<b>Full denomination of the project/programme</b>	Urban Economic Development intervention		
<b>Project/programme 's location</b>	Rwanda		
<b>Duty station of supervisor</b>	Kigali	<b>Duty station of JE</b>	Kigali
<b>JE will be assigned to</b>	<input checked="" type="checkbox"/> Project/programme	<input type="checkbox"/> Representation (Enabel)/Country Office (NGA)	
<b>Project duration (dd/mm/yy)</b>	<b>Start date:</b>	1.07.19	<b>Expected starting date for the job (dd/mm/yy):</b> 1 <sup>st</sup> October 2020
	<b>End date :</b>	30.06.24	
<b>Requested JE contract duration</b>	<input type="checkbox"/> 1 year	<input checked="" type="checkbox"/> 1 year with possible extension	
<b>Project/programme's contribution to the SDG's</b>	<input checked="" type="checkbox"/> No poverty <input type="checkbox"/> Zero Hunger <input type="checkbox"/> Health & Well-being <input type="checkbox"/> Quality Education <input checked="" type="checkbox"/> Gender Equality <input type="checkbox"/> Water & Sanitation <input type="checkbox"/> Affordable & Clean Energy	<input checked="" type="checkbox"/> Decent Work & Economic Growth <input checked="" type="checkbox"/> Innovation & Infrastructure <input type="checkbox"/> Reduced inequality <input checked="" type="checkbox"/> Sustainable cities & Communities	<input checked="" type="checkbox"/> Responsible consumption & production <input checked="" type="checkbox"/> Climate <input type="checkbox"/> Life below water <input type="checkbox"/> Life on land <input type="checkbox"/> Peace & Justice <input type="checkbox"/> Partnerships for the Goals

<b>1. Context of project</b> <b>2. Objectives of project</b> <b>3. Beneficiaries of project</b> <b>4. Main activities of project</b>	<p>1. The intervention will aim at promoting off-farm job creation within the three selected districts through the construction of priority local economic infrastructure. These infrastructure investments should be (i) sustainable, being designed and managed in a way to maintain a balance between the social, economic and environmental spheres throughout their lifetime, while the process for their realization is conceived to remain in place and expand beyond the intervention duration; (ii) inclusive, ensuring citizen and private sector engagement and participation and favoring the integration of the poorest into the economic development process; and, (iii) promoting urban resilience, as an enabling environment adapted to the climate changes.</p> <p>2. Sustainable and resilient urban development is enhanced in the districts of Rubavu, Musanze and Rwamagana : building sustainable economic infrastructure to develop local economy, develop Made In Rwanda construction materials and support dual learning in related TVET schools.</p> <p>3. Local government (district), central government (Mininfra, Loda, RHA...), TVET schools, local entrepreneurs in construction field.</p> <p>4. Support and follow up of the whole design and construction process. Capacity building at district level.</p>
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<b>Position of the JE within the organisation</b>	
<i>The JE depends hierarchically on the supervisor (N+1). Besides the supervisor, one or more resource persons for technical support of the JE may be appointed in case the supervisor does not have the same technical background as the JE. If this person is already identified, please indicate below.</i>	
<b>Supervisor's name, job title &amp; background</b>	Mattias Piani, Intervention Manager, architect, regenerative practitioner.
<b>Resource person(s) for technical support's name, job title &amp; background</b>	National Technical Advisors of the programme: engineer, urban planner and GIS expert
<b>For Enabel JE, the follow-up will be assured by a Junior Programme Project Officer.</b>	
<b>For NGA JE: name &amp; job title of the contact person from NGA headquarters that will assure the follow-up</b>	

<b>JE – Job description</b>
<b>Job objective</b>
<i>Explain in one concise sentence the purpose of the job. What real need does this job fulfil? What's the added value of the job?</i>
The JE will work in close contact with the districts technicians to assess the feasibility studies of the infrastructure, especially for the sustainable approach of the project; He/she will do capacity building in sustainable architecture for the local staff.

Result areas	
<p><i>Give the most important results to be achieved in the job. Limit yourself to stable, permanent job elements. Start with the most important ones and work your way down. Select a maximum of 5 to 6 result areas. Please consider the following for each result area: Why does the JE do this job? What will be his/her share of responsibility? What must (s)he achieve (objective)? Then list the activities that are to be performed to achieve the result. Ultimately list the final and tangible products that the JE is to produce. Please also indicate for each responsibility the importance (percentage of time) at a scale of 100.</i></p> <p><i>Please find an <b>example</b> here and start completing from the case Result Area n° 1 here below.</i></p>	
Result area n°	
<b>JE's role [as...]</b>	As trainer
<b>JE's responsibility</b>	On the level of the project, help the colleagues in the data-processing field and give formations in this field.
<b>In order to ... [objective]</b>	in order to make so that the data-processing tool is used better and to improve work and to make it easier
<b>Most important tasks</b> [What activities (= verbs) are to be performed to achieve the objective?]	<ul style="list-style-type: none"> <li>• Identify the necessary formations</li> <li>• Give trainings</li> <li>• Help the colleagues with specific or systematic problems</li> <li>• Develop a training course</li> </ul>
<b>Expected outputs</b> [What final and tangible products the JE is to produce?]	<ul style="list-style-type: none"> <li>• Inventory of the team's training needs regarding ICT</li> <li>• Basic ICT manual for colleagues</li> <li>• Training plan for colleagues for a one year period</li> <li>• X trainings given</li> <li>• Operational training course + training of some key-staff members in its use</li> </ul>

Result area n°1		Time in % :	50%
<b>JE's role</b>	As sustainable architect		
<b>JE's responsibility</b>	Assist and coach, with Enabel team and at the design and construction phase, the districts to integrate sustainable architecture and participate to keep the projects on track.		
<b>In order to...</b>	In order to make sure that projects approach include the best sustainable strategies and techniques		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Revise plans and BOQs</li> <li>- Quality control in the construction process</li> <li>- introduce/propose innovative approach to sustainable projects</li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- Improve the sustainable quality of the projects</li> <li>- Guarantee the timing of the process of project revision</li> <li>- Motivate district staff and keep projects on track</li> </ul>		

Result area n°2		Time in % :	30%
<b>JE's role</b>	As a coach in Sustainable architecture		
<b>JE's responsibility</b>	Train/coach district staff and local consultants in sustainable approach		
<b>In order to ...</b>	In order do capacity building in sustainable architecture		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- To explain and to motivate sustainable approach</li> <li>- To organize trainings or presentation on sustainable architecture</li> <li>- To promote visits and peer to peer exchange to vaporize best practice in sustainable architecture</li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- Local staff and local consultants understand and apply sustainable strategies and technics</li> <li>- Local staff and consultant adopt in deep knowledge of local potentialities</li> </ul>		

Result area n°3		Time in % :	10%
<b>JE's role</b>	As a communication expert in sustainable architecture		

<b>JE's responsibility</b>	To promote the intervention activities especially the ones around sustainable or regenerative approach, with the support of the communication expert at the Representation
<b>In order to ...</b>	In order disseminate intervention's achievements
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Prepare hard communication support (dépliants, pamphlet...)</li> <li>- Publish and follow up on social media to disseminate intervention's activities</li> <li>- Prepare support documents for presentations and others communication activities</li> </ul>
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- Lively communication around intervention's activities</li> <li>- Activities are reported and documents ready to be used by other staff or services</li> </ul>

<b>Result area n°4</b>		<b>Time in % :</b>	10%
<b>JE's role</b>	As a knowledge manager in sustainable architecture		
<b>JE's responsibility</b>	To collect informations on output and outcomes related to sustainable infrastructures and approach		
<b>In order to ...</b>	In order to capitalize the work done in term of constructed infrastructures and capacity building		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- To identify indicators in the projects so to monitor them</li> <li>- To prepare charts for each infrastructure stressing out the main achievements in sustainable architecture</li> <li>- To prepare per sustainable architecture topic a small presentation of the capacity building done</li> <li>- To fill the Enabel infrastructure online tool</li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- documentation of the work done</li> <li>- documentation of the approach done</li> <li>- documentation on effective ecosystemic responsiveness of the buildings</li> </ul>		

*Besides these tasks mentioned above in the result areas, we can ask the JE, depending on the needs of the Junior Programme, to accomplish any other tasks that might be considered necessary for the correct functioning of the programme and that are in line with his/her profile.*

<b>JE's contribution to the Junior Programme priorities</b>	
<b>Innovation</b>	
<i>What space does the function offer for experimenting with innovative tools/approaches? E.g.: action research, testing &amp; roll-out of new technologies, etc.</i>	
<b>JE's role</b>	As a sustainable architect
<b>JE's responsibility</b>	To promote new approaches to construction
<b>In order to ...</b>	to develop local potentialities
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>▪ To understand local particularities and to integrate them in the project (climate, materials, communities...)</li> <li>▪ To promote best practice in sustainable construction</li> <li>▪ To identify appropriate new technologies</li> </ul>
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>▪ New techniques are integrated in the buildings</li> <li>▪ New approaches are adopted in the building process</li> </ul>

<b>Networking &amp; partnerships</b>	
<i>Does the working environment offer opportunities to create/stimulate certain networks or partnerships (contribution to SDG 17)? E.g.: organise a Good Practices workshop on a local level on a theme the JE is working on; represent the project in local thematic meetings/platforms, etc</i>	
<b>JE's role</b>	As a networker

<b>JE's responsibility</b>	To identify local networks to promote knowledge sharing (architecture school, working groups...)
<b>In order to ...</b>	Promote a sustainable architecture approach and promote knowledge sharing
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>▪ Prepare presentations and support the intervention in knowledge sharing activities</li> <li>▪ Present and organize meetings</li> </ul>
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>▪ To sustain intervention networking</li> </ul>

<b>Capacity building</b>	
<i>How will the JE contribute to the capacity building of the local partners, of the hosting partner team, etc ? Will (s)he have the possibility to work in pairs with a young local professional?</i>	
<b>JE's role</b>	As a coach in Sustainable architecture
<b>JE's responsibility</b>	Train/coach district staff and local consultants in sustainable approach
<b>In order to ...</b>	In order do capacity building in sustainable architecture
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- To explain and to motivate sustainable approach</li> <li>- To organize trainings or presentation on sustainable architecture</li> <li>- To promote visits and peer to peer exchange to vaporize best practice in sustainable architecture</li> </ul>
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- Local staff and local consultants understand and apply sustainable strategies and technics</li> <li>- Local staff and consultant adopt in deep knowledge of local potentialities</li> </ul>

<b>Requested profile</b>												
<b>Required training/degree for the job</b> <i>&gt; Remark : will be eliminatory on CV for the candidates. Be complete &amp; specific, please.</i>	<input type="checkbox"/> Agronomy/ Bio-engineer <input type="checkbox"/> Biology/ Environment <input type="checkbox"/> Geography <input type="checkbox"/> Civil/industrial/ electrical engineer/ Architect <input type="checkbox"/> ICT/NTIC <input type="checkbox"/> Mathematics/ Exact sciences <input type="checkbox"/> Law/Criminology	<input type="checkbox"/> Political sciences/ International relations/ Diplomacy <input type="checkbox"/> Sociology/ Anthropology/Social work <input type="checkbox"/> Psychology <input type="checkbox"/> History/Philosophy/ Art/Religion <input type="checkbox"/> Educational sciences <input type="checkbox"/> Human resources /Organizational development	<input type="checkbox"/> Economy/Commercial engineer/Marketing <input type="checkbox"/> Communication/Public relations/Journalism <input type="checkbox"/> Languages/Philology /Translator <input type="checkbox"/> (Bio/Para)medical sciences <input type="checkbox"/> Public health <input type="checkbox"/> Development studies <input type="checkbox"/> All profiles X Others and/or details (if needed) : <b>Civil Engineer or Architect</b>									
	<b>Necessary specific knowledge for the job</b> <i>&gt; Remark : will be eliminatory on CV for the candidates.</i>											
<b>Language skills</b> <i>&gt; Indicate which language skills are essential or preferable for the job with possible comments on the expected level of knowledge and/or an argumentation.</i>	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 25%;">Languages</th> <th style="width: 25%;">Knowledge</th> <th style="width: 50%;">Comments</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>X Essential <input type="checkbox"/> Preferable</td> <td></td> </tr> <tr> <td>French</td> <td>X Essential Preferable  <input type="checkbox"/> Essential <input type="checkbox"/> Preferable</td> <td></td> </tr> </tbody> </table>			Languages	Knowledge	Comments	English	X Essential <input type="checkbox"/> Preferable		French	X Essential Preferable  <input type="checkbox"/> Essential <input type="checkbox"/> Preferable	
	Languages	Knowledge	Comments									
	English	X Essential <input type="checkbox"/> Preferable										
French	X Essential Preferable  <input type="checkbox"/> Essential <input type="checkbox"/> Preferable											
<b>Preferred assets for the job</b> <i>&gt; Remark : will <u>not</u> be eliminatory on CV for the candidates.</i>												
<b>Driver's licence for motorcycle &amp; car</b>	<b>Motorcycle</b>	<input type="checkbox"/> Essential	<b>Car</b>	<input type="checkbox"/> Essential								
		X Preferable		X Preferable								

Country context information		
<b>Living conditions</b>		
<b>Capital / rural area</b>	Kigali (capital)	
<b>Security context</b>	Very Good	
<b>Access to services</b>	Good	
<b>Isolation / social life</b>	Good	
<b>Location suited for families (with children)</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Other useful observations?</b>		
<b>Work context &amp; conditions</b>		
<b>Work location</b>	In the government office, mainly in Loda (Local Development Authority)	
<b>Field exposure?</b> <i>(Direct contact with beneficiaries &amp; local reality, frequency field missions,...)</i>	Field visits, contact with districts staff and local consultants: short missions (1 or 2 days) twice a month	
<b>Accessibility of the supervisor</b>	Daily availability	
<b>Teamwork / isolated work</b>	teamwork	
<b>What transport arrangements will the project consider in order to insure the JE's professional travels/journeys?</b>	<input type="checkbox"/> Motorcycle from the project at disposal of the JE	
	<input type="checkbox"/> Borrow a car belonging to the project/programme when required	
	<input type="checkbox"/> Local transport? What? :	
	<input checked="" type="checkbox"/> Other, please specify : will use project car with driver for professional transportation in coordination with the other staff members.	
<b>What transport arrangements will the JE consider in order to ensure his/her private travels/journeys?</b>	<input checked="" type="checkbox"/> Motorcycle (bring helmet from Belgium)	
	<input checked="" type="checkbox"/> Car (second hand cars are often bought by juniors)	
	<input type="checkbox"/> Local transport? What? : not recommended	
	<input type="checkbox"/> Other, please specify :	
<b>Other useful observations?</b>		