

In-Country Construction Administrator and Program Capacity Builder

Mud to Mortar

BA102

About ARCHIVE Global: Architecture for Health In Vulnerable Environments

ARCHIVE Global is an international non-profit organization that utilizes architectural design to reduce the global burden of disease. Working within socioeconomically vulnerable communities around the world, we apply innovative, low-cost housing design solutions to improve living conditions and health outcomes for the poorest of the poor. With projects in in almost 10 countries, ARCHIVE has directly benefited thousands around the world with improved living conditions and healthier lives. We've also reached over ten thousand people with training, education, and awareness campaigns promoting the vital connection between housing and health.

Our Approach

- **Research** — We investigate how the built environment contributes to public health challenges globally.
- **Advocacy** — We inform communities about best practices to improve health and reduce the risk of disease and strive to bring change at an international level by informing in public policy.
- **Design** — We design, test, and build practical housing solutions that actively combat poor health.

ARCHIVE Global is a young, dynamic, and growing organization working in 9 countries. Recent recognition includes:

- One of 8 “World’s Best Sustainability Ideas” - Forbes Magazine
- OpenIDEO Winner

ARCHIVE Global seeks an in-country Construction Administrator and Program Capacity Builder for our project in Savar, Bangladesh.

Project Background

An estimated 3 million children die each year from parasitic infections associated with diarrhea, malnutrition, and micronutrient deficiencies, and diarrheal disease is the second leading cause of death globally for children under 5 years old. Vulnerable communities in particular are subject to high risks of waterborne diseases linked with low-quality, substandard housing and sanitation infrastructure in addition to a lack of education on hygiene and disease prevention. In the region of Savar, many villages suffer seasonal flooding, which brings contaminated water and liquid waste flowing through roads, walking paths, and living environments. In many homes, a wide range of daily activities are conducted on the primary floor, such as cooking, playing, and sleeping.

In this environment, floors made of dirt are ideal carriers for bacteria that contribute to anemia, parasitic infestation, malnutrition, and diarrheal disease. Fecal matter in particular is difficult to detect and remove from dirt flooring and is the highest contributing factor to

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such illnesses, putting young children at high risk as they are more likely to involuntarily ingest fecal contaminants concealed in the floors.

In Savar, Bangladesh, ARCHIVE is working with our in-country partners to build safer living conditions for vulnerable communities. Since its launch in 2014, our [project](#) has delivered flooring systems to nearly 70 families, upskilled technicians, and trained over 1,000 community members on health practices. We are entering a new project phase and expanding our reach to another 150 additional homes in the fall of 2018.

Role

We are recruiting an in-country Construction Administrator and Program Capacity Builder to assist in conducting construction administration and monitoring as well as training/upskilling our local partners to prepare to administer a mid-to-large scale project.

Responsibilities

- Track project progress and conduct regular assessment on the progress of the project's implementation;
- Regularly visit project sites and assess project progress;
- Coordinate field visits by ARCHIVE and its international partners to Bangladesh;
- Conduct a series of trainings on operations procedures including software use training (MS office suite) and communications standardization;
- Conduct a series of trainings on construction management procedures including material and cost tracking, constituent record-keeping, and program management;
- Liaise and facilitate partnership relationships;
- Regularly prepare and update ARCHIVE with robust reporting.

Qualifications

- BA/B.Sc. degree in engineering, architecture, construction administration or other relevant degree
- 1-3 years experience in construction and/or project management
- Fluency in speaking and writing in Bangla and English
- Strong attention to detail
- Interest working at the intersection of public health and architecture/design

Desirable

- Experience in pedagogical methods;
- Experience in international development.

Contract Period

The post is budgeted as a 4-month contract with the possibility of extension starting in September 2018.

How to apply

Please send cover letter and CV to recruitment@archiveglobal.org, subject, "**Program Capacity Coordinator.**"

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