

NEPAL WATER FOR HEALTH (NEWAH)
Job Description

Job Title: WASH Officer (Level E)

Duty Station: Province Office, Sindhuli

Summary of position

WASH officer should be responsible for carrying out the major roles as below:

- Responsible for prefeasibility and detailed technical survey of water supply scheme, preparing design and cost estimation of Water supply schemes, sanitation and hygiene activities including community mobilization addressing climate change adaptation.
- To ensure an effective implementation of construction activities of WASH projects along with to monitor the progress and construction quality as per specification and standards.
- Assurance of the water quality in all stages of WASH project cycle.
- To assist for capacity building of the team members and ensure the implementation of Climate resilient Water Safety Plan (CR-WSP)
- Responsible to support and prepare planning, budgeting, monitoring & reporting of WASH programs at province level.

Reports: WASH section head

Specific Job Responsibilities/ Major Activities

- Ensure compliance with relevant policies, procedures, rules, regulations, and guidelines of NEWAH (Technical standards and norms, Administrative, Financial, Procurement, Code of conduct, Gender equality and social inclusion, Child protection policy) and new approaches developed by NEWAH,
- Guide, support to technical/ hygiene and sanitation supervisors or other staff on pre-feasibility study,
- Plan and perform the detailed feasibility survey of WASH projects. Assure the detailed reports of pre-feasibility study and baseline survey prepared timely.
- Perform design, cost estimation of new water supply including rehabilitation projects, to prepare budget of hygiene and sanitation activities and facilities addressing the climate change impacts and disaster risk reduction while performing design and cost estimation
- Prepare detailed project report which includes the findings of detailed survey including the project design and budget.
- Support and ensure discharge measurement of proposed source (if measured in other season) in dry season before starting the implementation of projects and update the records
- Support and perform to prepare annual sectional budget, output plans and procurement plans of province including material requisition and purchase order form of construction materials;
- Frequent monitoring and support visit and evaluate the field staff's performance, oversee and to provide suggestions and feedback based on technical specification and standard drawings of NEWAH to follow the compliances for the quality construction of water supply projects and the sanitation and hygiene facilities and promotional activities.

- Assure the quality of local materials using for the construction works of water systems and provide technical supports and suggestions for assuring the quality of local materials
- Initiate, support, monitor the management of non-local materials delivered to sites. Inspect the construction materials as per specification specified in purchase order and material receipt form,
- Approve and monitor quarterly work plan of subordinates Senior/Assistant Project Supervisor (S/APS), maintain documentation, to conduct their annual performance appraisal (APR) and recommend training need to them,
- To assure and support for testing of water quality test at baseline, implementation and competition of project and guide to prepare the water quality test report with Global Positioning System (GPS) reading,
- Prepare the water quality test report and provide to the WSUC before project completion sign
- Manage for payment authorization against the progress in construction of water parts activities.
- To ensure the implementation of Climate Resilient-Water Safety Plan (CR-WSP) in all projects,
- To attend the meeting /workshop/seminar as a representative of NEWAH at Province level,
- To advise WASH section head on sectional development, issues, and challenges,
- To accomplish any other responsibilities outlined by the line Manager and assigned by WASH section head and WASH Manager/WASH Officer at HQ.

Required Education, Experience, Skills, and Competencies

1. Education

- Diploma in civil engineering with a minimum of five years of specific work experience in rural water supply, sanitation, and hygiene (WASH) sector.

2. Experience

- Well experience on detailed technical survey, design and cost estimate, construction supervision, monitoring and implementation of water supply and sanitation activities in rural areas of Nepal.
- Experience/familiar with water quality testing and water quality improvement mechanism of rural water supply system.
- Good understanding of IWRM, MUS, WUMP, CR-WSP, CCA, DRR and N-WASH-WASH plans.

3. Skills and Social Competences

- Energetic and having passion for all kinds of water supply schemes and sanitation.
- Understanding and experience of local mechanism and experience of water and sanitation community infrastructure.
- Commitment towards gender equality and social inclusion.
- Result oriented personality/maintain deadlines.
- Good interpersonal, analytical and report writing competencies.
- Fluency in Nepali and English, both written and oral.
- Computer skills in Microsoft excel, Word, power point.
- Good command of Auto CAD and water supply design software.
- Good facilitation and social mobilization skills.

4. Duty Station and field visits

Based in the Province office, Sindhuli at least 50% of field visits.

5. Salary and Benefits: As per the rules of organization