

## HELVETAS Swiss Intercooperation Nepal

### Job Description

**Job Title** Rural Infrastructure Field Officers

**Location:** HELVETAS Swiss Intercooperation Nepal – Rehabilitation of facilities of Earthquake Affected People (REAP) Field Office, Sindhupalchok

**Reporting to:** Rural Infrastructure Engineer

**Job purpose:**

- Ensure an effective implementation of shelter construction and reconstruction along with other construction activities; monitor the progress of the construction related to Shelter in the field and their qualities

### Roles and Responsibilities

#### 1. Compliance to policies, rules/regulations and guidelines

- Adhere relevant policies, rules, regulations and guidelines of HELVETAS Swiss Intercooperation Nepal (Personnel, Financial, Administrative policies, Security Response Guide, Gender Equality and Social Inclusion Guide, Sexual Harassment & Mobbing Policy, Code of Conduct Against Corruption, Conflict Sensitive Programme Management, Basic Operating Guideline etc.)

#### 2. Management and Project Implementation

- Participate and contribute in the process for the development of the yearly plan of operation, semi-annual and annual progress report etc; assist Shelter Coordinator and Rural Infrastructure Engineer to timely review to prepare an annual shelter budget of the project and accommodate necessary revisions;
- Coordinate with the team members and partners and participate in the process for the development of the yearly plan of operation, semi-annual and annual progress report etc;
- Keep updated field information of shelter component on the project implementation;
- Organize the work on a sequential basis and coordinate the shelter field technician (Senior Supervisors);
- Plan, organize and control the project in term of construction related activities in the field;
- Provide all technical and administrative instruction to the respective team members;
- Monitor the training activities of the construction teams;
- Responsible for work force planning and proper handling & using of all construction materials, as well as for effective using and handling of the project vehicle, machineries, tools and other inputs supplied to the project;
- Develop a construction material requirement schedule and ensures that there is an adequate supply of construction material at the project site;
- Coordinate the material logistic with the contracted companies being responsible that material is available on time as needed at the different warehouses/dropping points and ensure that the material is transported to the construction sites by the beneficiaries/construction teams;
- Participates in the design of safety mechanisms to reduce the accidents at project sites and be responsible for its realization;

- Monitor shelter progress and forward requests for the payments of works completed;
- Assess the staff development needs, partners' development needs, and recommend for required trainings;
- Identify weaknesses and strengths in the performance of Shelter Field Technicians (Senior Supervisors) and report to the Rural Infrastructure Engineer.

### **3. Project Monitoring, Evaluation, Documentation and Reporting**

- Coordinate with the Rural Infrastructure Engineer at PMU, Lalitpur and provide required information;
- Monitor the implementation of shelter and other activities of the project through regular site visits, interactions with staff, partners and primary stakeholders;
- Proper documentation on project experiences, best practices, case stories, success stories, challenges and lessons learned;
- Assist Rural Infrastructure Engineer, Shelter Coordinator and team to deliver quality reports on time.

### **4. Coordination, Representation and Networking**

- Maintain good relationship within the team, in house projects/staff, partnerships and stakeholders to contribute in achieving the goals and objectives of the project;
- Represent the project in the capacity of Rural Infrastructure Engineer in relevant meetings and workshops at the field;
- Coordinate and network with relevant stakeholders for smooth implementation of the project at VDC.

### **5. Other Specific Responsibilities**

- Coordinate HELVETAS Swiss Intercooperation Nepal's activities on rehabilitation of earthquake affected people;
- Professionally discharge other tasks assigned by the project Rural Infrastructure Engineer or Shelter Coordinator including knowledge management related tasks;
- Be proactive in bringing innovations and taking new initiatives in the project and the organization.

## **Required Education, Experience, Skills and Competencies**

### **1. Education:**

- Bachelor's degree in Civil Engineering with minimum three years of working experience in the field of implementation of rural infrastructure (community and individual shelters, school building etc.);
- OR Diploma in Engineering (building construction) with five years work experience in the field of implementation of rural infrastructure.

### **2. Experience:**

- Field experience in survey, detail design estimate and implementation of construction activities;

- Knowledge and experience on different participatory approaches;
- Knowledge on basic shelter Indicators;
- Experience in surveying and designing rural infrastructure projects, including clinics, schools, deep wells, irrigation structures etc.;
- Familiar with contract and tendering process;
- Experiences on logistic in rural areas;
- Prior experience as a trainer is preferred;
- Good computer skills (MS Office, Internet);
- Good interpersonal and communication skills, ability to resolve conflicts.

**3. Required Skills, Competences:**

- Energetic and having passion for emergency response activities
- Understanding and experience of local mechanism for emergency response activities and experience in shelter sector or community development
- Understanding of issues related to gender, social equity and poverty alleviation
- Understanding of conflict sensitive programme management
- Understands principles of good governance
- Result oriented personality
- Good time management
- Good interpersonal and intercultural competencies
- Fluency in Nepali and English, both written and oral
- Good analytical and writing skills in Nepali and English

Incumbent's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date: \_\_\_\_\_