

**HELVETAS Swiss Intercooperation Nepal  
Job Description**

**Job Title:** Enterprise Development Officer (for Water Sanitation and Hygiene)

**Project:** Water Resources Management Programme (WARM –P)

**Location:** WARM-P Programme Management Unit, Surkhet (about 50% of the time in field)

**Line Manager:** Team Leader, WARM-P/HELVETAS Swiss Intercooperation, Nepal

**Job purpose:**

- Take lead and coordinate for planning, implementation and monitoring of Household Water Treatment and Safe Storage programme Component of WARM-P.
- Develop and implement strategies for the development of private sector and business model for WASH supply chain; provide technical backstopping support to service providers and business partners.
- Support to develop business model for operation and maintenance of WASH schemes.

**Duties and Responsibilities**

**1. Implementation of Policies, Guidelines and Manuals**

- Adhere to all HELVETAS Swiss Intercooperation Nepal policies, regulations and guidelines and other specific policies formed for the WARM-P.
- Ensure adherence to the Security Response Guidelines (SRG), Basic Operating Guidelines (BoG), Conflict Sensitive Programme Management (CSPM), HELVETAS Swiss Intercooperation Nepal Code of Conduct.

**2. Programme Planning and Implementation**

- Take lead for the planning and implementation of household water treatment and safe storage component of WARM-P.
- Prepare business model for WASH accessories supply chain especially sanitation, hygiene, household water treatment and safe storage, maintenance accessories of water supply schemes.
- Take lead for identification of private sector partners and their roles responsibility based on business model approaches for the promotion of enterprising activities in WASH sector.
- Facilitate to prepare business plan to initiate the enterprising activities for WASH supply chain in the programme districts.
- Provide conceptual guidance and technical backstopping support on business model to private sector, local service providers and local institutions for effective service delivery of WASH accessories.
- Provide technical backstopping support to partner staff, service providers etc. for the implementation of total sanitation, blue school, household water treatment and safe storage.
- Organize and facilitate workshops and training for promotion of total sanitation, blue school, private sector development etc. and enterprises development.
- Take lead for the analysis of supply chain of sanitation, hygiene, household water treatment and safe storage, maintenance accessories of water supply schemes for identification of gaps and strengths for intervention from project side in the working area.
- Work closely with WARM-P training and social development officer to organize the various training.

**3. Programme Monitoring and Reporting**

- Monitor the implementation of the activities related to HWTS and business model through regular field visits and interactions with communities, local partners, government bodies and other stakeholders.
- Organize periodical review and planning meetings with partner organizations.
- Commission studies as appropriate and ensure high quality of such studies.
- Document and disseminate promising approaches, technologies, guidelines and learning of the programme for advocacy and policy development.
- Compile various reports (quarterly, bi-annual, annual etc.) and other information related to HWTS component.
- Support to conduct various study and evaluation of the programme component.

**4. Coordination and Networking**

- Maintain and establish cordial working relationship with various stakeholders and private sector.
- Identify opportunities for HELVETAS Swiss Intercooperation Nepal to develop new partnerships and networking with other WASH actors in relation to HWTS and private sector development.

**5. Other specific responsibilities as assigned**

- Professionally discharge assignments/ tasks dispensed by TL.
- Be proactive in brining innovations and take new initiatives into the program and local organization.

**6. Required Skills, Experience and Competencies**

**Education:**

Bachelor degree in business administration, economics or in any relevant field with minimum five years of working experience related to enterprise development. Master degree will be an advantage

**Experience and Competencies:**

- Good experience in enterprise development sector and private sector development
- Experience in business development services, business planning
- Knowledge of business coaching and counselling
- Practical experience for facilitation of enterprise development, training and workshop
- Good understanding of WASH and HWTS
- Good understanding of business dynamics of private sector
- Excellent communication skill and coordination skill
- Excellent documentation and reporting skills
- Fluency in written and spoken English
- Good interpersonal relations, good team-player, result oriented personality/ maintaining deadlines
- Good IT proficiency and efficiency in using communication applications

Approved by \_\_\_\_\_

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

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

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

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

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