

# HELVETAS Swiss Intercooperation Nepal

## Trail Bridge Support Unit

### Job Description

**Job Title:** Technical Officer (Engineering)

**Location:** Bardibas, with frequent travel to the field (approx.70 %)

**Reporting to:** Trail Bridge Engineer (TBE)

#### **Job Purpose:**

The Technical Officer (Engineering) will be responsible to

- assist Trail Bridge Engineer (TBE) for capacitating regional partner by co-working to provide technical assistance to the respective District Development Committees (DDCs),
- ensure that DDCs construct bridges in coherence with the National Policy, Trail Bridge Strategy (TBS) /Local Infrastructure Development Policy (LIDP) and its Core Manuals,
- monitor the physical progress and quality of each bridge through data entry and update of Program Management Information System (PMIS) and Trail Bridge Strategy Information System (TBSIS) of all these DDCs,
- ensure all Social organization support (SOS), and thematic matters
- adhere to respective Policies, Guidelines and Manuals

#### **Roles and Responsibilities:**

The roles and responsibilities given below are to be carried out under the instruction and supervision of TBE. Hence, most of the tasks of this position are to assist TBE.

#### **1. Compliance of Policies, Guidelines and Manuals**

- Ensure compliance with SWAp Framework for the Trail Bridge Sub-Sector for the period covering July 2014 – June 2019, Bi-lateral Project Agreement signed between the Government of Switzerland and the Government of Nepal and its relevant documents, Trail Bridge Strategy, 2006 and its core, manual Guidelines of Social Inclusion, Poverty Orientation, Gender and Good Governance, Yearly Plan of Operation (YPO) of LBS/DoLIDAR and Annual Plan of Action for Technical Assistance and guidelines from the authority concerned
- Ensure compliance of the HELVETAS Swiss Intercooperation Nepal's policies, guidelines, regulations and manuals (personnel, financial and administrative and other applicable policies, guidelines and manuals).

#### **2. Planning Monitoring and Reporting**

- Assist regional partners to check plans on consistency with the TBS/LIDP (prioritizing RM, MM, Rehab and NC and applying the prioritization formula in particular) and approval by the District Council.

- Develop and maintain good working relationship with the DDCs, VDCs, District NGOs, and UCs.
- Attend the meetings of working partner organizations (DDCs, VDCs, District NGOs, User's Communities and other organizations) in bridge building.
- Ensure the regional partner assists the DDC in their annual Bridge Planning and Budgeting.
- Induce and ensure through regional partner that the DDCs submit monthly, annual & trimester reports on progress, finances, etc. in time.
- Ensure through regional partner that the NGOs submit monthly progress reports timely.
- Capacitate regional partner for data entry and Compile PMIS / TBSIS and report generation.
- Review progress vs. plans with the regional partner and DDC/DTO every six months.
- Continuously assess the HR-capacity related to TB of the regional partner in the District i.e. DDC/DTO & District NGO and report to TBE.
- Capacitate regional partner monitoring that DDCs integrate Transport Infrastructure Map (TIM) into District Transport Master Plan (DTMP) and prioritized/completed bridges are identified in TIM.
- Facilitate the regional partner for strengthening maintenance by institutionalizing it within VDC and DDC based on Maintenance Guideline.
- Facilitate and ensure that the regional partner prepares and updates DBR with condition of the bridge for all the districts of the region.
- Ensure through the regional partner that DDCs include bridge maintenance as a priority in their bridge planning based on District Bridge Record.
- Install on-line Bridge Data Inventory tool at DDCs and capacitate regional partner to maintain / administer at regional level.
- Deliver TA for bridges built by other agencies e.g. RADC, PAF, and LGCDP, UNNATI etc.

## **2. Technical Assistance, Quality control and assurance**

- Capacitate regional partner to support DDC/District NGO to survey bridge sites ensuring that it is socially and technically feasible and geologically and hydrologically sound.
- Capacitate regional partner to support DDC/District NGO to prepare the design, drawings and quantity/cost estimate ensuring that the bridge is optimized on design and cost.
- Randomly review prospective survey / design / cost estimate against TBS/LIDP and its Core Manuals.
- Randomly check prospective survey / design / cost estimate against TBS/LIDP and its Core Manuals.
- Capacitate regional partner to support DDCs/District NGOs to supervise the construction work at bridge sites where capacity lacks.
- Capacitate regional partner to monitor each bridge at the critical milestones by

visiting the site. In addition, undertake Monitoring & Inspection on each questionable bridge.

- Take a random selection of bridges, representative for the District. Undertake Monitoring & Inspection of these randomly selected bridges.
- Capacitate regional partner for quality Assurance during fabrication and procurement of goods and services.
- Capacitate regional partner for testing and inspection of steel parts procured by DDC.
- Capacitate regional partner to monitor progress and quality of the bridge construction and maintenance and report to TBSU on a regular basis.
- Follow up and discuss with regional partner and DDC/ VDC / BMC to build awareness and to insure that the BW/BMC is functional and routine maintenance is executed..
- Capacitate regional partner for data entry and compilation of TBSIS and ensure its reliability on the basis of physical evidence, i.e. site visits and
- NGO's monthly reports.
- Ensure that the identified shortcomings and rectification works at sites get done.

### **3. Capacity Building**

- Continuously coach all TB-professionals in the District.
- Capacitate to organizing DMBTs and enhance its quality.
- Recognize shortcomings and propose means to TBSU-management to overcome the shortcomings (e.g. courses, OJT, coaching, regional workshops, etc.)
- Enhance the capacity of DDC/DTO and NGO through OJT.
- Participate in trainings as resource person as and when needed.

### **4. Social**

- Through regional partner, facilitate to conduct Public Hearing, Public Review and Public Audit at the community level
- Social monitoring during the entire process: from the community agreement till the completion of the bridge.
- Monitor that the policy related to Disadvantaged Groups (DAGs) and GESIP honored.
- Ensure through the regional partner that Bridge Maintenance Committees are formed and Bridge Wardens are appointed upon completion of each TB.

***All above functions shall be delivered by assisting TBE with the purpose of capacitating Regional Partner to execute these functions and by co-working with the partner team.***

## **Required qualification, experiences and competencies**

### **Minimum qualification and experience required**

- Diploma in Civil Engineering with 3 years' work experience preferably in trail bridge building.

### **Competencies required**

- Good understanding of Nepal's rural transport of trail bridge building in Nepal;
- Familiarity with the functioning of the line agencies of the GoN, NGOs, private sector and development partners;
- Familiarity with the functioning of DDC/DTO;
- Good understanding of Conflict Sensitive Program Management;
- Readiness to conduct field visits in rural areas with simple facilities;
- Good verbal and written communication in Nepali and English;
- Ability to represent and interact independently with DDC/DTO and other stakeholders.
- Result oriented;
- Excellent time management and task prioritization skills;
- Able to interact effectively with all stakeholders;
- Good facilitation and communication skills;
- Commitment towards gender equality, social inclusion and poverty reduction;
- Demonstrated ability to work with multi-cultural team;
- Ability to work under time pressure.

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

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

Team Leader's Signature \_\_\_\_\_

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