

## HELVETAS Swiss Intercooperation Nepal

### Job Description

**Job Title:** Rural Infrastructure Engineers

**Location:** HELVETAS Swiss Intercooperation Nepal – Rehabilitation of facilities of Earthquake Affected People in Sindhupalchok (REAP), Project Management Unit, Lalitpur with frequent field visits

**Reporting to:** Shelter Coordinator

**Job purpose:**

- Ensure participatory detail survey, design estimates on rural shelter and its implementation for the REAP project
- Ensure an effective implementation of shelter reconstruction
- Monitoring of training activities

### 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

- Coordinate with the team members and partners and participate in the process for the development of yearly plan of operation, semi-annual and annual progress reports etc.;
- Ensure smooth operation of the project by providing support to the team members and the partner organizations to implement the programme shelter activities;
- Keep updated field information of the shelter component on the project implementation;
- Organize the work on a sequential basis and coordinate the Rural Infrastructure Field Officers;
- Develop a construction material requirement schedule and ensures that there is an adequate supply of construction material at the project site;
- Design safety mechanisms to reduce accidents at project sites and be responsible for its realization;
- Monitor shelter progress and recommend 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 Field Officers and Field Technicians and report to the Shelter Coordinator.

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

- Coordinate with Shelter Coordinator and WASH Coordinator and provide required information;
- Monitor the implementation of shelter and other activities of the project through regular field visits, interactions with staff, partners and primary stakeholders;

- Ensure proper documentation of project experiences, best practices, case stories, success stories, challenges and lessons learned;
- Assist Shelter Coordinator, WASH Coordinator and team to deliver quality reports on time.

#### **4. Administration and Financial Management**

- Assist Shelter Coordinator to prepare annual shelter budgets for the project, timely review, analyze and discuss with Shelter Coordinator to accommodate necessary revisions;
- Assist Shelter Coordinator, WASH Coordinator and team to ensure budget disbursement, future projection, a realistic annual work plan, budget and project reviews of shelter and WASH component.

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

- Maintain good relationship within the team, in house projects/staff, partner and stakeholders to contribute in achieving the goals and objectives of the project;
- Coordinate and network with relevant stakeholders for smooth implementation of the project at VDC, district and other level as per the need of project.

#### **6. Other Specific Responsibilities**

- Coordinate HELVETAS Swiss Intercooperation Nepal's activities on rehabilitation of earthquake affected people;
- Professionally discharge other tasks assigned by Project Shelter Coordinator or Team Leader 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 Architecture or Civil Engineering and knowledge of rural infrastructure designs; Post graduation/Masters degree in rural development with work experience in disaster risk management or emergency response, humanitarian aid will be an advantage.

#### **2. Experience:**

- Minimum five years of working experience in the field of implementation of rural infrastructure (community and individual shelters; school building, etc.); Work experience related to community master plan, governance, emergency response and recovery will be an advantage;
- 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, for examples, roads, clinics, schools, deep wells, irrigation structures etc;

- Experience in preparing contract tendering documents and in logistics management in rural areas;
- Strong computer skills (MS Office, Internet);
- Strong interpersonal and communication skills, ability to resolve conflicts;
- Willingness and availability to travel frequently to rural areas.

**3. Required Skills and 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
- Very good time management
- Excellent interpersonal and inter-cultural competencies
- Fluency in Nepali and English, both written and oral
- Excellent analytical and writing skills

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

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

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

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