

HELVETAS Swiss Intercooperation Nepal

Job Description

- Job Title:** Water Supply, Sanitation and Hygiene (WASH) Coordinator
- Location:** HELVETAS Swiss Intercooperation Nepal – Rehabilitation of facilities of Earthquake Affected People (REAP), Project Management Unit, Lalitpur with frequent field visit.
- Reporting to:** Team Leader
- Job purpose:** Ensure project outputs related to WASH component are delivered in time with required quality

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 team members and participate in the process for the development of yearly plan of operation, semi-annual and annual progress reports etc. and providing inputs in WASH sector;
- Ensure that schemes are selected, their survey/design are made and the scheme design reports are reviewed in time;
- Ensure that field based team receive required inputs (final survey/design reports, and non-local materials) in time for implementation;
- Ensure that wash implementation is according to yearly plan of operation and action plans;
- Line manage WASH Engineer and WASH Officers;
- Assist Team Leader to review existing strategies and devise new strategies and approaches as required.

3. Project Monitoring, Evaluation, Documentation and Reporting

- Closely work together with Shelter Coordinator, Social Safeguard Officer, and Monitoring and Evaluation Coordinator for smooth implementation of the project;
- Monitor the implementation of WASH activities of the project through regular field visits, interactions with staff, partners and primary stakeholders;
- Support on periodic evaluation of project/activities as required;
- Proper documentation on project experiences, best practices, case stories, success stories, challenges and lessons learned and prepare materials for publications and reports;
- Assist Team Leader and team to deliver quality reports on time as per the donor requirements.

4. Administration and Financial Management

- Prepare annual WASH budgets of the project, timely review, analyse and discuss with Team Leader and team to accommodate necessary revisions;
- Monitor and assess WASH work progress, and recommend for the payments of works accomplished and ensure expenditures are within the approved limit.

5. Coordination, Representation and Networking

- Maintain good relationship with team members, in house projects/staff, partner and stakeholders to contribute in achieving the goals and objectives of the project specifically in the WASH sector;
- Represent the project in the capacity of WASH Coordinator in relevant seminars, meetings, workshops at different levels; support for the development of networks and other co-ordination activities with all concerned stakeholders at different levels; coordinate and network with relevant stakeholders for smooth implementation of the project at VDC, district and other level as per the need of project;
- Keep updated information of the WASH component and communicate with concerned stakeholders.

6. Human Resource Development

- Provide technical backstopping support to the team members and the partner organizations to implement WASH programme activities;
- Ensure to assess the staff development needs, partners' development needs, and recommend for required trainings;
- Provide orientation and trainings to WASH team of the project and partner on relevant and pertinent knowledge/skills.

7. Other Specific Responsibilities

- Professionally discharge other mutually agreed tasks assigned by the project management team or Team Leader including knowledge management related tasks;
- Be proactive in bringing innovations and taking new initiatives into the project and the organization.

Required Education, Experience, Skills and Competencies

1. Education:

- Master's degree in Engineering - specialization in integrated water resources management or water supply or environmental engineering with three years' of work experience in drinking water, sanitation and hygiene;
- OR Master degree in any other relevant discipline with Bachelor degree in Civil Engineering with five years of working experience in drinking water, sanitation and hygiene.

2. Experience:

- Working experience in the field of rural infrastructure (community and individual shelters, irrigation, school WASH, community WASH). Work experience related to water use master plan, governance, emergency response and recovery will be an advantage;

- Field experience in survey, detail design estimate and implementation of WASH activities;
- Experience and knowledge of different WASH approaches;
- Experience and knowledge on Knowledge, Attitude and Practice (KAP) survey;
- Knowledge on MDGs, SDGs and basic sanitation Indicators;
- Knowledge on sanitation and hygiene master plan, country WASH related documents and international approaches.

3. Required Skills and Competences:

- Understands tools like SPSS, GIS and uses them to analyse data as required by the project
- Energetic and having passion for emergency response activities
- Understanding and experience of local mechanism for emergency response activities and experience of water, sanitation, hygiene and or in shelter sector or community infrastructure
- 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/maintaining deadlines
- Excellent interpersonal, 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: _____