

## **HELVETAS Swiss Intercooperation Nepal**

### **Job Description**

**Job Title:** Water Supply, Sanitation and Hygiene (WASH) Field Officer

**Location:** HELVETAS Swiss Intercooperation Nepal - Rehabilitation of facilities of Earthquake Affected People in Sindhupalchowk (REAP), Field Office, Sindhupalchowk

**Reporting to:** WASH Engineer

**Job purpose:**

- Ensure an effective implementation of drinking water scheme construction and reconstruction along with other WASH activities; monitor the progress of the construction related to WASH 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 development of yearly plan of operation, semi-annual and annual progress report etc; assist WASH Coordinator and WASH Engineer to timely review to prepare an annual WASH budget of the project and accommodate necessary revisions;
- Monitor WASH component field work progress and forward requests for the payments of works accomplished;
- Assess the staff development needs, partners' development needs, and capacitate them.

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

- Coordinate with WASH Coordinator, WASH Engineer and provide required information within the project team and concerned stakeholders;
- Keep updated field information of the WASH component on the project implementation;
- Supervise the implementation of WASH and other activities of the project through regular field visits, interactions with staff, partners and primary stakeholders;
- Provide backstopping support to the field technicians;
- Monitor the progress and ensure the quality of the field construction work;
- Facilitate the users' committee in taking their assumed roles.

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

- Maintain good relationship within the team, in house projects/staff, partners and stakeholders to contribute in achieving the goals and objectives of the project;

- Represent the project in the capacity of Field WASH Officer in relevant meetings and workshops at field level;
- Coordinate and network with relevant stakeholders for smooth implementation of the project at user committee level, VDC level and district level as per the need of project.

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

- Professionally discharge mutually agreed other tasks assigned by the project;
- Maintain the quality of WASH work in the working area.

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

#### **1. Education:**

- Bachelor in Civil Engineering with three years experiences in WASH sector; OR Diploma in Engineering with five years of experience in WASH sector

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

- Field experience in survey, detail design estimate and implementation of WASH activities;
- Knowledge on basic sanitation Indicators.

#### **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 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
- Good interpersonal, intercultural competencies
- Fluency in Nepali and English, both written and oral
- Good analytical and writing skills

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

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

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

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