

NEPAL WATER FOR HEALTH (NEWAH)

Job Description

Job Title: Assistant Project Supervisor (APS)

Summary of position

Assistant Project supervisor should be responsible supervising and implementation of Water Supply projects, school latrines and sanitation components; supervise and support to Social technician (ST) for implementation of projects, management of project materials and maintaining stock record.

Assistant Project Supervisor should follow the relevant policies, procedures, rules, regulations and guidelines of NEWAH (Technical standards and norms, Administrative, Financial, Procurement, Gender equality and social inclusion, Child protection policy, Fraud Policy and also new approaches developed by NEWAH.

Line Manager: Technical Officer/Supervisor

Specific Job Responsibilities

- Perform/Initiate discharge measurement of proposed source in dry season before starting the implementation of projects;
- Support to draw up and draw up work plan at the beginning of the project;
- Attend meeting with ST, Ward-Water Sanitation and Hygiene-Coordination Committee (W-WARD-CC) and Water and Sanitation Users Committee (WSUC) for planning, implementation and problem solving;
- Assist the W-WASH-CC and WSUC and Social Technician (ST) to recruit skilled and semiskilled labors including sanitation according to the organization's policy;
- Support to interpret or interpret technical drawing and supervise/monitor the construction works of new and rehabilitation of water projects, school latrines and sanitation components according to drawings;
- Instruct to skilled masons and check quality of construction works as per technical specification and guidelines;
- Attend meeting with WSUC to discuss on progress, problem, expenses and other project matters;
- Update the progress on water and sanitation of projects and report to line manager regularly;
- Recommend to line manager for project support visit for solving specific technical and other problems;
- Assist WSUC to maintain the project income expenses ledger and prepare payment bills and recommend for payment authorization to Province office as per progress in projects;
- Perform and support to site based staffs on conduction of local level trainings i.e. Management training to WSUC, GESI, Caretakers Training, Hygiene and sanitation training and sanitation mason training;
- Initiate/Support to manage transportation of non local material from road head to project site;
- Perform/ensure up to date record of materials (inventory record) in project site and inform WSUC;
- Prepare quarterly plan and monthly time sheet and submit to Province office;
- Maintain good co-ordination with W-WASH-CC, WSUC and among office and site based NEWAH staffs;

- Ensure/supervise the quality of construction of structures and local materials and intake protection (proper drainage, flood diversion);
- Monitor the sanitation and hygiene activities performed in projects and advice to implementing partners and hygiene and sanitation related staffs;
- Carry out technical pre-feasibility survey and detailed survey of water and sanitation systems, if needed;
- Perform water quality test at implementation and completion of project with GPS reading of each water points and other infrastructures;
- *Facilitated for the implementation of water safety plan (WSP) in the project area.*
- Managing delivery of non local materials from road-head store to project sites;
- Keeping up to date record of Stock in and stock out of project materials;
- Maintaining close coordination with Admin supervisor about the materials management at store, stock book keeping and reporting.
- To accomplish any other responsibilities outlined by the line Manager.

Status of Work: Based in Store, frequent technical support visit at projects, often visits to province office

Required Education, Experience, Skills and Competencies

Education

- Technical SLC in Civil engineering from recognized institute affiliated with CTEVT

Experience

- Field experience of 3 years in implementation, monitoring and supervision of Water and sanitation components of Water and sanitation projects in rural community areas;

Skills and Social Competences

- Energetic, having passion and willingness for implementation, monitoring and supervision of Water schemes and sanitation works in rural areas with limited support;
- Understanding and experience of local mechanism and experience of water and sanitation community infrastructure;
- Ability to understand technical design and drawings;
- Commitment towards gender equality and social inclusion;
- **Good knowledge in MS office (MS word, Excel)**
- Result oriented personality/maintaining deadlines;
- Good interpersonal, intercultural competencies;
- Good writing skills

