

# **NEPAL WATER FOR HEALTH (NEWAH)**

## **Job Description**

**Job Title: Social Technician (ST)**

### **Summary of position**

Social Technician should be responsible for implementation of Water Supply project, school latrine and sanitation component of allocated project as per standard drawing, specification and guidelines; to clarify users about structures and take consensus for construction of structures.

Social Technician 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: Project Supervisor/Assistant Project Supervisor**

### **Specific Job Responsibilities**

- Complete the work as per agreement signed between NEWAH and WSUC;
- Draw up work plan at the beginning of the project;
- Attend regular meeting of Water and Sanitation Users Committee (WSUC) for planning, implementation;
- Assist for management of construction material and keep up to date record of material and maintain stock ledger book of project;
- Assist WSUC to recruit skilled and semiskilled labors including sanitation according to the organization's policy;
- Interpret/Take support to understand technical drawing and implement the construction works of water and sanitation parts according to drawings
- Guide skilled masons and maintain quality of construction works as per technical specification and guidelines;
- Update progress on water and sanitation of project and report to line manager regularly;
- Inform to line manager for project support visit for solving specific technical problems;
- Assist WSUC to prepare payment bills as per work progress and to maintain account ledger;
- Support on conduction of local level trainings i.e. Management training to WSUC, GESI, Caretakers Training, Hygiene and sanitation training and sanitation mason training.
- Prepare monthly time sheet and submit to line manager.
- *Facilitated for the implementation of water safety plan (WSP) in the project area.*
- Maintain good co-ordination with WSUC members, line manager and other site based NEWAH and WSUC staffs;
- To accomplish any other responsibilities outlined by the line Manager.

**Status of Work: Field based at allocated project**

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

#### **Education**

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

#### **Experience**

- 2 year experience in implementation, monitoring and supervision of Water and sanitation components of Water and sanitation projects in rural community areas;

#### **Skills and Social Competences**

- Ability to understand technical design and drawings;
- Commitment towards gender equality and social inclusion;
- Result oriented personality/maintaining deadlines;
- Good interpersonal, intercultural competencies;
- Good writing skills.