

| Job Description: Junior Engineer (WASH) | |
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| Job Title | Junior Engineer |
| Organizational Unit | Earthquake Response Operation (ERO) |
| Immediate Supervisor | District Programme Coordinator |
| Report to | WASH Officer |
| Duty Station | Strategic area of Sindhupalchok <i>(Needs to spend more than 80 % time in field. S/he can be transferred in other district as and when required)</i> |
| Lateral relation | WASH, Health, Livelihood, Education and Shelter Officers/ Engineer |

Organizational context

Nepal Red Cross in the aftermath of the two successive earthquakes has been implementing integrated recovery activities in the 14 districts that have been classified as the most affected district by the Nepal Government. In line with the PDNA and operational plan of the Government, NRCS with the support of the Federation and Partner National Societies (PNSs) has been leading the implementation of the integrated humanitarian recovery activities through the Earthquake Response Operation (ERO) unit – an independent operational unit reporting to the NRCS management. ERO also functions as a main coordination unit behalf of the RCRC partners in the management and implementation of the integrated operational plan for the recovery.

The Junior Engineer is an operational part of the District Programme Unit, established under the NRCS Programme District Chapters, with the role to mobilize the communities for the implementation of the WASH, Health, Education, Livelihood and Shelter activities in the target areas. In addition, the position holder will act as a technical hand of the Engineer at the field level for the organization of the construction related activities in the area of WASH, Health, Education, Livelihood and Shelter.

Job purpose

The position is tasked to take a lead in the implementation of the construction related activities in the target areas; the work includes conducting technical assessment following the best-practices in the construction and as defined in the earthquake recovery related construction procedures of the national government. The person will work closely with the district and village level authorities for the facilitation of the construction related works, and provides additional technical skill to the beneficiaries for the safe construction. Under the general and technical supervision of the Engineer, the person assists in various engineering activities ranging from plan, preparation and review to contract administration, design and estimate construction plan, and monitoring the quality of implementation.

Job duties and responsibilities

The responsibilities of this position are:

- Prepare plans, specifications, and cost estimates of the prioritised construction works
- Conduct pre-feasibility and feasibility of the construction related works
- Make sure that all required permits are ready and assist in preparation of technical estimates, design and resource management plan, prepare bid documents and support the programme team for the bid selection
- Be responsible for feasibility survey, design, prepare estimation of quantities and cost detailed drawings and other necessary documents of safe drinking water schemes.
- Facilitate formation, orientation and training to Water Users Committee and later provide support to register water users committee to districts as per policy
- Serve as technical hands to HQs engineer and Technical Supervisors and Programme Coordinator
- To maintain up-to-date records of all field level activities to show status of the work, status of construction materials, equipment at store and construction site
- To carry out work as instructed by WASH Officer and District Coordinator
- "Screen the market" and review 'good practices' in practical construction related works– including non-traditional methods – to assist programme team in helping communities to implement most feasible construction related schemes.
- Formulate and review structural and non-structural measures guideline, procedures – including ways to account for increased variability in weather due to climate change, earthquake safe construction

- Support programme team to prepare, plan and implement technical training and ensure that standard training materials in local language have been used throughout the operation
- Conduct regular monitoring and full technical supervision and provide technical inputs to the beneficiaries
- Perform project management functions; calculate project quantities; prepares project cost estimates and specifications; and coordinate activities with other external agencies in the target area. (You are the responsible person of quality control)
- Administer construction contracts; provide engineering support during project construction, and process contract change orders and design revisions.
- Attend various internal and external meetings regarding engineering topics or issues and respond to questions and inquiries from various individuals, groups, organizations or companies regarding a wide range of engineering topics and issues.
- To support WASH Officer to prepare monthly progress highlight and report to District Coordinator.

Duties applicable to all staff

1. Actively work towards the achievement of the Nepal Red Cross Society 7th Development Plan and Recovery Framework.
Abide by and work in accordance with the Red Cross and Red Crescent principles, Code of
2. Conduct for Disaster Response, NRCS Safer Access Framework and Code of Conduct, IFRCs Quality and Accountability Framework and HAP Framework.
3. Perform any other work related duties and responsibilities that may be assigned by the District Program Officer and District Chapter.

Position Requirements

| Education | Required | Preferred |
|---|----------|-----------|
| Diploma in Civil Engineering with at least 2 years of experience, or an equivalent combination of education, training or experience in related field | ✓ | |
| Experience | Required | Preferred |
| Applying safe work practices and have understanding of earthquake safe construction standards | ✓ | |
| Voluntary or paid experience with NRCS or with any other I/NGOs or CBOs in Nepal | | ✓ |
| Demonstrated ability to represent the organization at the community level | ✓ | |
| Knowledge and Skills | Required | Preferred |
| Providing efficient service and communicating clearly and objectively both verbally and in writing | ✓ | |
| Establishing and maintaining working relationships with the supervisors, consultants, contractors, external public and private agencies and beneficiaries | ✓ | |
| Demonstrated ability to multi-task and work under pressure | ✓ | |
| Ability to coordinate internally and externally and provide technical oversight | ✓ | |
| Good knowledge on survey, design and cost estimation of Gravity Flow water supply system and uplifting system | ✓ | |
| Ability to work effectively on all MS applications e.g. Word, Excel and PowerPoint and adept in using designing software –AutoCad and other water supply related software | ✓ | |
| Languages | Required | Preferred |
| Good command of spoken and written English | | ✓ |
| Excellent command of Nepali language | ✓ | |

Name and Signature of Supervisor:

Name and Signature of employee



Nepal Red Cross Society

Sindhupalchok District Chapter

Name:

Name:

Signature :

Signature:

Date

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