



Job Description: Junior Engineer (Shelter)	
Job Title	Junior Engineer (Shelter)
Organizational Unit	Earthquake Response Operation (ERO)
Immediate Supervisor	District Programme Coordinator
Report to	District Programme Coordinator
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

Working in close coordination with Shelter Officer/Engineer, NRCS sub-chapter President, DUDBC engineers and community leaders at VDC level, Junior Engineer is expected to lead the team of sub-overseer, volunteers/ community mobilizer, masons and carpenters for the implementation of shelter program ensuring that the construction is as per approved design, quality specification and the progress is according to work plan.

Job duties and responsibilities

The responsibilities of this position are:

- Support Shelter Officer/Engineer in assessment and preparation of beneficiaries list, prepare photo file record both in soft and hard copies
- Study and understand Government’s directives for conditional cash grant and cash distribution procedure, DUDBC drawings, DUDBC training manual, National Building codes and any other relevant guidelines on shelter construction
- Assist Shelter Officer/Engineer in assessment and verification of beneficiaries and preparation of photo file records (hard and soft copies)
- Shelter Officer/Engineer in organizing Masons and Carpenters trainings in the VDC
- Working together with Social Mobilizers, explain “Government conditions for cash grant and procedure for cash distribution” to the beneficiaries
- Working together with Social mobilizers, explain drawings, designs and build back safer technology to the beneficiaries
- Working closely with Social Mobilizers, ensure that the beneficiaries understand the quantities of materials required for the construction, estimated cost of the house, time of construction and required quality for cash grant.
- Discuss with the community leaders and beneficiaries to prepare practical implementation plan
- In close coordination with sub-chapters, community leaders and beneficiaries, construct some model houses according to instruction from Shelter Officer/Engineer.



- Working closely with Community mobilizers, assist beneficiaries to select the design and prepare application package for cash grant.
- Ensure that Beneficiaries have signed an agreement with NRCS for conditional cash grant.
- Assist beneficiaries to select and prepare the site, and prepare foundation layout plans
- Supervise the work of sub-overseers, provide technical guidance and ensure that the construction work is according to the approved designs and quality specifications
- Ensure that the progress is according to the work plan
- Shelter Officer/Engineer in timely payment of the conditional cash grant
- Keep records of payment at site level and ensure that the files are updated at District level
- Ensure that each house will construct a latrine according to the drawings and good engineering design practices. Ensure that the effluent from the latrine or soak pit will not overflow to natural drainages and pollute the environment and pose health risk to the community.
- In close coordination with the community and NRCS WASH coordinator, supervise any construction and / rehabilitation of water supply schemes.
- Continuously supervise and provide technical support to sub-overseers, community mobilizers and masons to ensure that the construction work is carried out as per design and quality specifications
- Keep daily record of progress and report to District Shelter Coordinator as per agreed format and time line
- Comply with NRCS Code of Conduct, policies and procedures, and Security and Safety Protocols.
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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 in shelter related construction, 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 with an owner driven approach	✓	
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	✓	



Nepal Red Cross Society

Sindhupalchok District Chapter

Good knowledge on survey, design and cost estimation of shelter related construction	✓	
Ability to work effectively on all MS applications e.g. Word, Excel and PowerPoint and adept in using designing software –AutoCad	✓	
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

Name:

Name:

Signature :

Signature:

Date : 2016