

Job Description: Assistant Junior Engineer (Sub overseer)-Shelter	
Job Title	Assistant Junior Engineer
Organizational Unit	Earthquake Response Operation (ERO)
Immediate Supervisor	District Programme Coordinator
Report to	Shelter Officer/Engineer
Duty Station	Strategic area of Sindhupalchok (Needs to spend more than 80 % time in field. S/he can be transferred in other district as and when required)
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 the junior engineer, sub-chapter, community leaders at VDC level, beneficiaries, community / social mobilizers, masons and carpenters, Sub-Overseer is expected to supervise the construction work ensuring that the houses are built according to the design and quality specifications

Job duties and responsibilities

The responsibilities of this position are:

- 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 Junior Engineer (overseer) in organizing Masons and Carpenters trainings in the VDC
- Work together with community mobilisers to explain "Government conditions for cash grant and procedure for cash distribution" to the beneficiaries.
- Working together with community mobilisers, explain drawings, designs and build back safer technology to the beneficiaries
- Clearly communicate with beneficiaries about the quantity of materials required and estimated cost of the house, additional money required to complete the house.
- Working together with community mobilisers, assist beneficiaries to select the design and prepare application package for cash grant.
- Working together with community mobilisers, assist beneficiaries to complete an agreement with NRCS for conditional cash grant.
- Assist masons and beneficiaries to select and prepare the site, and prepare foundation layout plans
- Supervise the work of masons and carpenters, 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
- Assist Junior Engineer (Overseer) in timely payment of the conditional cash grant to the beneficiaries ensuring and maintaining the progress of construction work
- Ensure that each house will construct a latrine according to the drawings and specifications



- Keep daily record of progress and report to Junior Engineer (Overseer)
- Comply with NRCS Code of Conduct, policies and procedures, and Security and Safety Protocols.

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
TSLC in Civil engineering or Architecture	✓	
Diploma in Civil engineering		✓
Experience	Required	Preferred
At least 1 years of working experience in construction or development projects including planning, designs, costing, supervision and quality control, and implementation of projects	✓	
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		✓
Experience in reconstruction with an Owner Driven Approach		✓
Experience in capacity building or training projects		✓
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 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:



Nepal Red Cross Society
Sindhupalchok District Chapter

Signature :

Signature:

Date

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