



Job Description- WASH Officer (Engineer)

Functional Title:	WASH Officer (Engineer)
Base Location:	Partner Field office-Rasuwa with Extensive visit at Scheme sites
Reporting to:	Program Advisor
Contract Duration:	12 months Fixed Term Contract
Starting Date:	As soon as possible
Salary:	Negotiable based on the experience and qualification

Scope of Work

Under the supervision of the Program Advisor and in collaboration with other section members, WASH officer will contribute to the planning, implementation, monitoring, and reporting for the WASH activities in LIFT project. The WASH Officer will be based in Rasuwa and will work closely with the implementing partner.

Key Roles and responsibilities

- Support project team in planning and organizing all aspects of the construction works including surveys, assessments and supervision of rehabilitation/construction of the water supply and sanitation facilities
- Review and validate as-built drawings/BOQs for all planned constructions and rehabilitations.
- Ensure Disaster Risk Reduction measures as well age and disability inclusions at the design stage.
- Make frequent visit to scheme sites for physical verification and assessment of the construction work
- Ensure that all materials and equipment related to the project meet the required standards and specifications
- Identify gaps in the infrastructure in the project sites and recommend for appropriate corrective actions and follow up on functionality
- Supervise the implementation of the entire infrastructure and prepare final completion reports of completed schemes
- Ensure that all tasks are completed to a satisfactory standard before final payment is authorized
- Organize trainings for the users group on operations and maintenance of the water supply schemes/toilets and other assets constructed under the project.
- Any other duties assigned by his/her supervisor

Qualification:

- Bachelor's degree in civil engineering.

Experience/Competencies for this position:

- At least 3 years of professional experience in implementation of WASH project.
- knowledge and skill in conducting feasibility and detail survey, preparing design/estimate of WASH schemes
- Demonstrated field experience of implementation of community infrastructures/ WASH schemes
- Knowledge in preparing bill of quantity and completion reports of rural infrastructure activities
- Willingness to stay and work in base station and willingness to travel scheme site frequently.

Job Description- MEAL and Communication Officer

Functional Title:	MEAL and Communication Officer
Base Location:	IR Nepal Country Office with Extensive Field Visit
Reporting to:	MEAL Manager
Contract Duration:	12 months Fixed Term Contract
Starting Date:	As soon as possible
Salary:	Negotiable based on the experience and qualification

Scope of Work

Under the direct supervision of the MEAL Manager and in collaboration with other section members, MEAL and Communication officer will contribute to the implementation of the overall MEAL and country communication plan of Islamic Relief Nepal.

Key Roles and responsibilities

- Support the formulation and implementation of project M&E plan and ensure all projects have M&E plans which are updated on quarterly basis
- Supports the formulation and implementation of project communications strategies
- Assist to manage short term seasonal and humanitarian programs and lead in conducting post-distribution monitoring with targeted communities.
- Support project MEAL team with conducting assessments as needed, facilitate focus groups and other qualitative data collection exercises
- Support in consolidation of country monthly report and share with the MEAL Manager
- Review the project reports and ensure timely submission of high-quality donor narrative reports

- Copyedits, reviews, and marks all external communication documents to ensure correct grammar, punctuation, spelling, sentence structure, and usage.
- Support project teams to set up accountability mechanisms to beneficiaries and review use of accountability mechanisms, data, and responses.
- In coordination with supervisor, prepare promotional material on the project, including pamphlets, videos, etc.
- Provide support to organization of workshops, seminars, training and delivery of outputs

Qualification:

- Bachelor's degree in a related field, especially in the social sciences, development studies social work, or any other relevant discipline.

Experience/Competencies for this position:

- At least 3 years of professional experience in similar scope.
- Excellent command of English, (written, oral, comprehension) including highly developed drafting skills.
- Familiarity with statistical packages, qualitative data analysis software and IT applications to support MEAL
- Demonstrated ability to write and edit press releases, stories, and social media content to a standard high enough for immediate publication without an editor.
- Ability to handle multiple tasks simultaneously in a fast-paced environment, set priorities, and meet deadlines
- Willingness to undertake field visit frequently in rural setting
- Skills in designing of documents and info graphic presentation of data etc will be desirable.