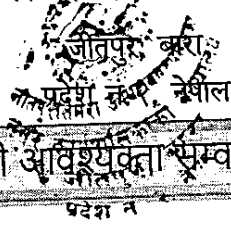




जीतपुरसिमरा उपमहानगरपालिका

नगर कार्यापालिकाको कार्यालय



कर्मचारी आवेदनपत्र सूचना

(सूचना प्रकाशन मिति: २०७८।०६।२२)

युनिसेफ नेपालको सहयोगमा यस उपमहानगरपालिकामा संचालित वास(WASH) कार्यक्रमको लागि तपसिलका पदमा कर्मचारी आवश्यकता भएकोले योग्यता पुगेका ईच्छुक नेपाली नागरिकहरुले यो सूचना प्रकाशित भएको मितिले १५ दिन भित्र कार्यालय समयमा राजस्व तिरेको रसिद सहित तोकिएको सम्पूर्ण कागजात संलग्न गरी दरखास्त दिनु हुन सबैको जानकारीको लागि यो सूचना प्रकाशित गरिएको छ ।

तपसिल

वि.नं.	पद	माग संख्या
०१/०७८/०७९	वास सब-इंजिनियर	१ (एक)
०२/०७८/०७९	कम्युनिटी टेक्निसियन	१ (एक)
०३/२०७८/०७९	सामाजिक परिचालक	१ (एक)

योग्यता:

- क. नेपाली नागरिक हुनु पर्ने ।
- ख. न्यूनतम शैक्षिक योग्यता:

अ) WASH Sub Engineer

Position Type: Full-Time

Organization Type: Local Government/Municipality

Experience Level: Mid-Level

Degree Required: Diploma in Civil Engineering or equivalent

JOB DESCRIPTION

WASH Sub Engineer is responsible for implementation of *various Water Supply & Sanitation Rehabilitation Project* under the Community Safe Water Supply Project as per the agreed standards/design in Jeetpursimra Sub Metropolitan city. He/She will supervise the CT and coordinate, communicate with WASH Coordinator, WASH & WIN Engineer for support and report to Palika WASH Focal Person.

MAJOR DUTIES & RESPONSIBILITIES

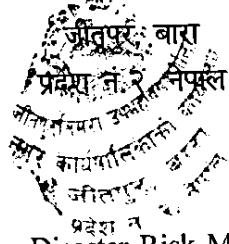
- Ensure effective planning, management, implementation, monitoring, evaluation and reporting,
- Ensure that the construction of WASH facilities (Intakes, RVTs, HH tap stand, HH toilets etc) confirming to the agreed design, specifications, drawings, and technical parameters including child, gender and disability friendly facilities and meet all aspect of

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quality assurance incorporating Disaster Risk Mitigation and Climate Change Adaptation aspects,

- Provide regular technical assistance during technical surveys, design, and construction works including use of quality materials as per specifications and give timely suggestions for corrective measures,
- Ensure that detailed implementation plan of the projects is prepared in advance and duly followed, continually update Detailed Implementation Plans (DIPs)
- Quality assurance of the construction materials and construction works,
- Troubleshoot challenges which arise in project cycle management,
- Conduct technical assessments, develop monitoring checklists and analyze data,
- Provide technical assistance and capacitate CT & SM for effective implementation,
- Ensure that procurements are timely initiated, monitored and prioritized by the logistics team,
- Regular coordination and collaboration with UNICEF representatives (especially WASH Coordinator and WASH & WIN Engineer), local government authorities and key stakeholders.
- Participate in planning workshops, capacity building trainings, orientations etc.,
- Facilitate Pre & Post construction trainings, VMW trainings, Water Safety Plan trainings etc.
- Support in water quality test and the declaration of water safe communities,
- Reporting /documentation/database management of the projects including collecting case stories, success stories, and innovations in the programme,
- Prepare monthly, quarterly, final reports of the project and perform other relevant tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Diploma in Civil Engineering or equivalent,
- 3-5 years experience in an WASH project (design, planning, implementation, budgeting, reporting, evaluation and monitoring)
- Independent, proactive and enthusiastic,
- Strong in Nepali and English communication skills,
- Ability to travel across the working areas and regularly for training, assessment, monitoring and evaluation,
- A high level of diplomacy and networking skills required,
- Sensitive on cross cultural issues, physically fit, emotionally stable,
- Ability to lead the dynamic team, should be logical and have good decision making power,
- Demonstrated knowledge on Microsoft office (word, excel, power point etc.), auto cad and other relevant software.

CONFIDENTIALITY

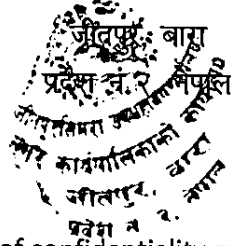
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- Maintain and secure high level of confidentiality of official documents and procedures,
- Share any documents only after permission of concerned organization,

ETHICS & INTEGRITY

- Adhere to Organization's values, principles and standard of conduct.
- Treat all with dignity and respect; show respect and sensitivity towards gender, cultural and religious differences; challenges prejudice, biases and intolerance in the workplace; encourages diversity.
- Maintain high ethical standards; immediately address untrustworthy or dishonest behavior; resist pressure in decision-making from internal and external sources.
- Demonstrate commitment to organization's mission; also respect values of Organization in daily activities and behaviors; seek out new challenges, assignments and responsibilities; promotes organization's cause.
- Zero tolerance on abuse of authority, child abuse, sexual harassment, gender based violence.
- Practice environment / climate friendly behavior as much possible.

अ) **Community Technician**

Position Type: Full-Time

Organization Type: Local Government/Municipality

Experience Level: Mid Level


Degree Required: +2 pass and working experience 4 year water sanitation and Hand pipe installation and repair maintains.

JOB DESCRIPTION

Under the direct supervision of WASH Sub Engineer, Community Technician is responsible for implementation of *various Water Supply and Sanitation Rehabilitation Project* as per the agreed standards/design in Jeetpursimra Sub metropolitan city Bara district. He/She will coordinate, communicate with team members and direct report to WASH Focal Person and technical reporting to the Sub-Engineer.

RESPONSIBILITIES

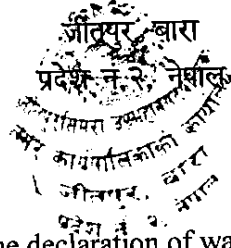
- Assist WASH Sub Engineer in all field level interventions,
- Provide technical support, supervision and regular monitoring of construction works,
- Coordination with team members, local government authority, other stakeholders to deliver quality in work,


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- Support in water quality test and the declaration of water safe communities,
- Report daily progress of work to line manager,
- Prepare timesheet, monthly reports and collect information required for preparation of progress final reports,
- Perform other relevant tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- 2-3 years experience in WASH (technical sound in construction, plumbing),
- Strong coordination and communication skills
- Ability to work in and contribute to team building environment,
- Ability to work under stressful environments,
- Knowledge on design, drawing, construction supervision and quality control of construction work,
- Flexible to travel across the working areas,

CONFIDENTIALITY

- Maintain and secure high level of confidentiality of official documents and procedures.
- Share any documents only after permission of concerned organization.

ETHICS & INTEGRITY

- Adhere to Organization's values, principles and standard of conduct.
- Treat all with dignity and respect; show respect and sensitivity towards gender, cultural and religious differences; challenges prejudice, biases and intolerance in the workplace; encourages diversity.
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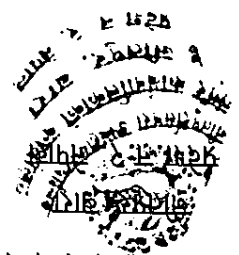
इ) समाजिक परिचलक

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प्रमुख प्रशासकीय अधिकृत

नेपाल कृषि विकास अथिती
 वन कर्मर गवर्नेर
 1/1/20

रुटव्यः अन्य आवषयक जानकरीको लागि कार्यालयको समयमा यस कार्यालयको मोबाईल नं. ९८५०७५९११ मा सम्पर्क गर्नु होला ।

- ३. जाणकमः <https://nepjol.org.np> वा डाउनलोड गर्न सकिनेछ ।
- ४. स्थानीय आवषयकहरूको बारेमा थप जानकारी दिइने छ ।
- ८. सेवा सुविधा: यिनसेफ नेपाल अन्तरगत यस कार्यकमले तोक बमोजिम ।
- ९. सेवा अवधि: यिनसेफ नेपाल अन्तरगत यस कार्यकमले तोक बमोजिम ।
- ३. सम्पर्क मिति: २०७८।०७।०७ ।



नगर कार्यालयको कार्यालय
 जीवपरिचरिता र वनसुरक्षा विभाग

