



Social Service Organisation

POSITION JOB DESCRIPTION

PROGRAMME: Urban WASH

Job Title:

Project Officer - Technical

Responsible to:

Project Manager

Purpose of the job:

Support Project Manager and be responsible to provide technical support in ensuring effective, quality services delivery of the project. S/he will provide technical expertise in designing urban sanitation and FSM, technical backstopping, guidance, carrying out implementation of the project activities and coordinate with relevant members and stakeholders.

Key Result Areas:

- Technical support and supervision on WASH
- Reporting, documentation and dissemination;
- Networking, linkage and coordination with city level ULBs;

Job Responsibilities:

1. Technical Support and Supervision

- Carry out needs assessment for all type of water, sanitation and waste activities
- Evaluate the relevance of and appropriateness of current and future programs in relation to water, sanitation and waste interventions in local context.
- Assist in Design and implementation of infrastructure works
- Support in tendering process, design and supervision of infrastructure works.
- Conduct ground water and septage assessment in the project areas
- Support in preparation of Detailed Project Report (DPR) to implement pilot demonstration activities
- Provide support for preparation and/or revision of City Sanitation Plans

- Provide inputs and to preparation of GIS maps of the programme areas on urban water and sanitation with focus on faecal sludge management.
- Conduct programme planning meetings with each of the programme partners and other stakeholders in targeted communities where applicable.
- Provide support on capacity building plans and programmes at the state and ULBs levels on Water, Sanitation and Waste in general and faecal sludge management in particular.
- Provide technical inputs on designing IEC materials and campaign program on faecal sludge management at the state and ULBs level.
- Provide resource person support to various training programmes conducted at the state and cities levels.
- Provide inputs for designing of training modules and materials on faecal sludge management
- Oversee the planning and implementation of sanitation technical studies towards the development of strategies for each of the project activity.
- Provide overall leadership in the management and monitoring of technical requirement to the project and partner staffs.
- Oversee site reconnaissance/technical surveys/assessments and prepare projects or other reports and cost estimates.
- Supervise/monitor activities of partners in BOQs and contractors undertaking WASH hardware construction, designs, estimates and tender documents of all WASH infrastructure
- Supervise in conducting a thorough assessment of the proposed sites, analyzing labour requirements, costs, and timeframes, and taking into consideration the successes and constraints of infrastructure project.
- Supervise/monitor in the preparation of feasibility reports and completion certificates
- Supervise effective implementation of approved development planned activities and strategies at the project districts

2. Documentation, Monitoring, Evaluation and Reporting

- Collect data and provide updated information on financial and administrative status of WASH activities of the project for the purpose of preparation of report.
- Assist the Project Manager in preparation and submission of monthly, quarterly, annual project review reports, and technical progress reports to fulfill the Ruchika's internal and donor requirements.
- Contribute to timely preparation and review of programs/projects status reports required for management, budget review, programs analysis, annual reports, etc.; ensuring that recommendations of technical nature are made to refine program design and implementation strategies to improve efficiency and effectiveness of service delivery.
- Document results and lesson learned from water, sanitation and waste programme implementation and to promote knowledge sharing with counterparts and stakeholders
- Prepare project monitoring format and report the progress of construction activities and utilization of funds.
- Contribute to programme advocacy and external representation on issues relating to water, sanitation and waste.

3. Coordinate and Liaise

- Support in maintenance of existing relationships by ensuring effective public relations, networking and communication with stakeholders on WASH.

- Collaborate and coordinate with other stakeholders on the ground for smooth, efficient and effective implementation of the activities pertaining to WASH.
- Collaborate and coordinate with the Government, NGOs and other agencies on WASH issues
- Promote and reinforce relationships with local technical authorities.
- Coordinate with project partners, government line agencies, communities, project beneficiaries, private sector service agents and suppliers, consultants, and other stakeholders for effective delivery of project activities.
- Provide support to the Project Manager(s) to organize district level/national workshops in relation to programme activities.
- Coordinate with teams in Odisha
- Perform any other responsibilities as assigned by the Project Manager

Minimum Qualifications:

- Degree in Civil Engineering, Environmental Engineering or other similar discipline with 3-8 years of experience in water, sanitation and hygiene issues at the local and national level with minimum five years of work experience
- Excellent interpersonal verbal and written skills including presentation skills with high-level of fluency
- Knowledge of international development scenarios and a good understanding of current donor trends and their implications on NGO funding.
- Proven analytical skills and the ability to think strategically in relation to fundraising.
- Understanding of project planning and implementation.

Person Specification:

- Have experience in the development sector with a good understanding of the NGO environment;
- Be a good communicator with an engaging personality who is able to work comfortably at all levels, make strong external relationships easily and earn respect of government and other agencies;
- Believe in and committed to poverty reduction through development interventions
- Be committed to working in partnerships while respecting and learning from partners as well as strengthening their capacities
- Respect diversity and able demonstrate through personal behavior that equality is maintained.
- Ability to work in an international and diverse environment
- Able to work remotely and independently with an understanding of working in a multi-sited environment
- Open and winning personal style and excellent interpersonal skills
- Strong planning and prioritizing skills and ability to multi-task
- A high level of fluency in both written and spoken English
- Demonstrated interest in the organization's area of work

Core Competencies:

Self-motivation: Displays timeliness and accuracy in carrying out their role, by their personal energy and enthusiasm and willingness to learn to exceed expectations in their role.

Drive for results: Demonstrate level of responsibility and accountability in meeting commitments and objectives. Illustrate by evidence of seeking better ways of doing things, looking to improve on status quo and willingness to deal with difficult situations that effect output of their role.

Planning and organizing: Ability to process requirements of role effectively. Is able to gather and use resources effectively. Is able to prioritize their and/or their teams' workload appropriately and review and amend priorities and actions as and when required.

Initiative: Ability to work independently, within a set context; to act on current or future problems or opportunities; to respond creatively and effectively to the unexpected. Displays a curious and questioning approach in their role and environment.

Teamwork: Ability and inclination to work co-operatively with others. Will recognize the value of sharing ideas, knowledge and information with others and takes personal responsibility for doing so.

Managing relationships: Ability to understand and react appropriately to motivations that drive colleagues' behaviour. Is sensitive to cultural differences, gender and social inclusion and behaves appropriately.

Influencing: Demonstrate good listening skills and acknowledge different perspectives, feelings and concerns. Is able to deploy a range of approaches, and can select the appropriate style for a situation. Works for a win-win outcome in resolving differences, and is well networked with excellent external focus.

Contract period:

The job will initially be offered as one year contract. Targets agreed at the job inception will be reviewed strictly at the end of 6 months.