

Vacancy Announcement

Environment, Culture, Agriculture, Research and Development Society, Nepal (ECARDS-Nepal) was founded in 1991 to act as a non-profit, non-governmental, non-sectarian social development organization. It is registered in District Administration Office Kathmandu and affiliated with Social Welfare Council. It was set up to foster sustainable community development through people's organization and leadership.

It is going to implement WASH programme in two VDCs (Bulung and Orang) of Dolakha district in support from Caritas Nepal. For this programme, ECARDS-Nepal is looking for competent candidates for following post.

SN	Post	Qualification	Experience	Required number
1	Coordinator/Engineer	B. E. in civil engineering	At least two years Experience in water supply scheme	1
2	WASH officer	Bachelor in any discipline	At least two years experience in WASH/community development	1
3	Sub overseer	Technical SLC	At least two years after TSLC	3
4	Social Mobilizer	At least SLC	At least one years in social/community mobilization	2
5	Account assistant	+ two in management	At least two years in finance/account	1

- All positions are field based (office will be at Sigati bazaar Dolakha)
- For social mobilizer, applicants will be only from from Bulung and Orang VDCs and others will be preferred from Dolakha district.
- Only shortlisted candidate will be informed for written exam and interview

The interested candidates are requested to apply within June 16, 2016 (Ashar 2, 2073) with updated CV and application letter on: ecards@wlink.com.np or ecardsnepal1991@gmail.com and hard copy can also submitted at Charikot Dolakha. Contact person for Charikot is **Mr. Milan Shiwakoti**, contact number 9861375268.

TOR for the posts

Job Title: WASH Coordinator/Engineer

Require No: 1

Job Location: Project Office Sigati

Duration: One year with possibility of extension

Tasks:

- Provide technical input for construction, renovation of water supply scheme, toilet construction
- Monitor the day to day implementation of the Toilet Construction, Water supply scheme renovation and construction to insure that all specifications are fulfilled as provisioned in the design.
- Conduct on site testing of construction materials to ensure quality as per specifications.
- Coordination with district stakeholders, user groups/committee, V-WASH-CC,
- Design and statement of toilet, water scheme maintenance and new construction.
- Report to the ECARDS-Nepal and Caritas Nepal using standard templates.
- Supervision and monitoring of team (WASH officer, sub-overseer and mobilizer)
- Coordination and mobilization to sub-over shear and Social Mobilizer.

Requirements:

- Bachelor in civil Engineering
- Minimum 2 years' experience in construction and design of WASH project
- Fluency in Nepali and English (Written and Spoken)
- Proficiency using Microsoft office application

Job Title: WASH Officer

Require No: 1

Job Location: Project Office Sigati with frequent visit to project VDCs

Duration: One year with possibility of extension

Tasks:

- Assist in implementation of water, sanitation and hygiene related program for earthquake affected people thorough capacity development activities (training, orientation, mobilization) on WASH.
- Monitoring and supervision of WASH related intervention in the field
- Mobilize social mobilizer for users group formation/reformation
- Frequent visit to the project site to ensure that projects are on rights track
- Maintain linkage and coordination with government line agencies, VDC, D-WASH-CC, V-WASH-CC, user groups,
- Collect information for reporting from field, prepare report and submit to Coordinator.

Requirements:

- Bachelor degree in any discipline
- Minimum 2 years' experience in WASH program or community development programmes.
- Proficiency using Microsoft office application and Report writing.

Job Title: Project Accountant

Require No: 1

Job Location: Project office

Duration: one year with possibility of extension

Tasks:

- Ensure smooth operation and administration of project accounting system
- Ensure all personnel, administration and financial actions are carried out timely and correctly.
- Support and follow up with project team in completing the financial planning and reporting
- Prepare the monthly payroll incorporating all the changes and submit for review and approval
- Ensure all documents/records required for HR, financial and administration purpose are correctly mentioned.
- Prepare the financial report
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Requirements:

- At least Intermediate in management / preferred bachelor
- Minimum 2 years' experience in account/management
- Able to handle accounting software

Job Title: Sub-overseer

Require No: 3

Job Location: Project VDCs .

Duration: one year with possibility of extension

Tasks:

- Over all construction supervision work during construction and erecting of the toilet and water scheme
- Performs detail feasibilities and surveying works and prepare design reports.
- Verify the quality and quantities of materials transported on the field.
- Maintain the measurement records of the scheme in detail.
- Orient the community members of the project sites and make them able to mobilize their efforts and resources by sensitizing and guiding them to form their own users committees.
- Have sound knowledge of computer skills with using design software (AUTOCAD)

Requirements:

- TSLC / Sub-overseer in civil engineering
- Minimum 1 years' experience in supervision and implementation of drinking water and sanitation project
- Handling of waste supply tools and fittings.

Job Title: Social Mobilizer

Require No: 2

Job Location: Programme VDC

Duration: on year with possibility of extension

Tasks:

- Responsible for implementing behavior change activities on WASH Sector
- Form/reform user groups
- Ensuring earthquake affected community involvement and delivery of essential WASH services and facilities.
- Collection of information and data for reporting
- Prepare and submit monthly reporting to WASH officer and coordinator
- Work in coordination with VDC level stakeholders

Requirements:

- As least SLC pass
- Minimum 1 years' experience in social mobilization