

- 1. Post:** WASH Coordinator  
**Duty Station:** Municipal headquarter with frequent travel to different scheme areas.  
**Supervisor:** Chief Administrative Officer  
**Reporting:** Chief Administrative Officer/ Municipal WASH Advisor  
**Accountability:** WASH Management Committee.  
**Academic Qualification:** Bachelor's degree in Rural Development, Sociology, Management, or other relevant discipline

**Professional experience:**

- Minimum 5 years of work experience in community Development in Rural Setting, Planning & management of WASH Management (Minimum 3 years in WASH sector) activities under local government/development agency.

**Other Skills:**

- Excellent in social mobilization & training facilitation skills.
- Good in written and spoken English and Nepali with command in local language.
- Good reporting skills in Nepali & English.
- Command in Computer skill (MS Office, excel, PowerPoint, email etc.).

**Duties:**

- Contribute, support and encourage the Municipality to formulate different plans and strategies (WASH plan, WASH management, DMM, total sanitation, disaster preparedness, O&M/sustainability, MIS, etc.) and also support for effective implementation.
- Keep the Municipality officers and decision-makers informed about the development opportunities available with SUSWA.
- Encourage and assist in the joint implementation of interventions.
- Assist the Municipality in annual planning, monitoring and reporting in relation to the SUSWA interventions;
- Compile and verify different progress reports including Municipal WASH Fund (MWF) status and report to WASH MC/Municipal WASH Advisor ensuring the quality of data.
- Assist the Municipality officials to access and use the MIS systems availed to them by SUSWA. Ensure and support timely reporting of result.
- Assist the Municipality accountant in financial reporting of the MWF, when necessary.
- Support Municipality to formulate WASH, DMM and CCA/DRR related policies.
- Keep the Municipality officers and decision makers informed about the SUSWA guidelines and policies.
- Coordinate with other WASH sector organizations for possible collaboration and resource sharing in the Municipality.
- Analyze the need of capacity building activities for Municipality officials/ stakeholders and suggest activities for the for Annual Work Plan;
- Assist organizing WASH MC meeting and decisions.
- Coordinate WASH Unit team and conduct monthly/bi-monthly meeting.
- Mobilize and supervise WASH Unit staff to achieve the work plan of the Municipality.
- Implement post construction related activities at scheme ana Municipality level to

institutionalize WASH governance for sustainable WASH services.

- Ensure GEDSI aspects are taken into consideration in all activities.
- Any other duties towards achievement of Project objectives assigned by WASH MC.

**2. Post:** Technical Facilitator  
**Duty Station:** Municipal headquarter with frequent travel to different scheme areas.  
**Immediate Supervisor:** WASH Coordinator  
**Reporting:** WASH Unit  
**Accountability:** WASH Management Committee.  
**Academic Qualification:** Intermediate/Diploma level in Civil Engineering  
**Professional experience:**

- Minimum 3 years of experience on community based rural water supply & sanitation activities (Survey, Design, supervision/monitoring and evaluation etc.).
- Working experience with donor funded programme/project and under local government is an advantage.

**Other Skills:**

- Excellent in social mobilization & training facilitation skills.
- Good in written and spoken English and Nepali with command in local language.
- Good reporting skills in Nepali & English.
- Command in Computer skill (MS Office, excel, PowerPoint, email etc.).
- Knowledge in drafting/Auto Cad is an asset.

**Duties:**

- Support to prepare and finalize the scheme lay out plan; brief the technical issues of the schemes to Users/WUSCs through mass/WUSCs meetings.
- Carry out detail survey, prepare design and cost estimate of water schemes considering the DRR/CCA measures and following technical norms and SUSWA approach.
- Ensure, that the technical designs and estimates are checked and approved by Municipality

engineer and Chief Administrative Officer.

- Participate and support WUSCs in CAP preparation & review.
- Support to WASH Technician/masons/VMWs for layout of structure as per approved design drawings.
- Prepare procurement documents for external materials and facilitate WUSCs for construction materials procurement process and ensure the quality of construction material (local and non-local).
- Conduct technical trainings at community level as trainer and support Municipality to manage those trainings.
- Support for technical quality assurance and control of the WASH infrastructure.
- Supervision, monitoring and evaluation of water supply and sanitation schemes.
- Train and support as needed the teams preparing Water Safety Plans (WSPs) especially for the technical aspects.
- Support to conduct public auditing in the schemes.
- Prepare running and final technical reports of the WASH schemes for payments.
- Ensure GEDSI aspects are taken into consideration in all activities;
- Support and participate scheme monitoring as per SUSWA policies.
- Participate in monthly/bi-monthly meeting.
- Participate in the scheme monitoring as per the Step-by-Step scheme monitoring process;
- Support WASH Coordinator for planning, monitoring and reporting of the project activities.
- Facilitate Municipality for the payment to the WUSCs.
- Scheme data base reporting to the Project.
- Any other duties towards achievement for project results assigned by the Supervisor/WASH Unit.

- 3. Post:** WASH Facilitator  
**Duty Station:** Municipal headquarter with frequent travel to different scheme areas.  
**Immediate Supervisor:** WASH Coordinator  
**Reporting:** WASH Unit  
**Accountability:** WASH Management Committee.

**Academic Qualification:** Intermediate in Public Health or other relevant discipline.

**Professional experience:**

- Five years' experience in WASH, community health and Dignified Menstruation Management (DMM) in rural areas.
- Additional advantage to those who worked with donor funded programme/projects in the Municipalities.

**Other Skills**

- Fluency in written and spoken in Nepali, command of local languages of working area is an additional asset.
- Ability to work independently
- Facilitation and good communication skills.

- Demonstrated ability to work with local communities and in multi-cultural environment

**Duties:**

WASH Facilitator works in close coordination with concerned community members, health post, and schools, FCHVs, WUSCs, W-WASHCC and M-WASHCC. He/she is responsible to promote total sanitation and DMM activities at households and schools of assigned wards. WASH Facilitator will perform following tasks under direct supervision of WASH Coordinator.

1. Sanitation & Hygiene Promotion

- Motivate the beneficiaries on health, sanitation, hygiene issues (personal hygiene, household/environmental sanitation) with special attention to latrine construction, use and maintenance, water safety plan and hand washing practice.
- Organize house hold level visit and focus on hygiene and nutrition issues of children and women. Aware women and girls in menstrual hygiene behavior.
- Motivate and encourage the communities for active participation at all level (meetings, O&M of facilities, construction/materials quality issues; awareness campaigning..... etc.).
- Facilitate and conduct the health and hygiene related trainings/workshop to the communities as AWP.
- Organize & facilitate the sanitation & hygiene awareness campaigns with the support from health post and W/M-WASHCC.
- Train the M/W-WASHCC/WUSCs/MGs on total sanitation and DMM and mobilize for campaigns at community level.
- Facilitate and monitor the health and hygiene related construction of facilities.
- Support WASH supply chain establishment in the Municipality.
- Support to celebrate national & international event/Day (national sanitation week, hand washing day, environment day, latrine day, menstrual hygiene day, water day; etc.) at community level.
- Monitoring the household sanitation & hygiene status through self-monitoring (SDA) and mobile application tools.
- Facilitate in practicing sanitation improvements, sites and home cleanliness, and personal hygiene.
- Participate in Child club/SMC/PTA meetings and raise sanitation & hygiene issues; mobilize teachers and students for proper O&M of WASH facilities.
- Coordinate with and encourage the school to develop better education environment through better child, gender and disability friendly WASH facilities.
- Monitoring the toilet use/cleanliness, proper hand washing facilities, girls' menstrual hygiene/pad management through self-monitoring and mobile application tools.
- Train schools (SMC/PTA/child clubs) on total sanitation and mobilize towards total sanitation campaigns at community level.
- Facilitate different activities for community people, school girls/boys/teachers, elderly citizens, traditional healers/social and religious leaders for behavior change in the areas of sanitation, hygiene and menstruation management practices.

- Support WASH Unit to implement the planned activities under sanitation, hygiene and DMM.