



Job Description

POSITION TITLE: Technical Supervisor Shelter WASH Program HQ DEPARTMENT or COUNTRY PROGRAM: Pakistan RESPONSIBLE TO: Senior Wash Infrastructure Coordinator STATUS (Full time, Part time, Temporary): SUPERVISORY CAPACITY:	DATE: February 2011 GRADE: EEO Code: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
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DEPARTMENT/COUNTRY PROGRAM DESCRIPTION/MISSION (Briefly describe your department's/ country program's core functions or mission)

American Refugee Committee (ARC) International has been working in Pakistan since 2002 providing primary and comprehensive reproductive health and Gender Based Violence (GBV) services to refugees in Balochistan and in district Swat in KPK, primary and comprehensive reproductive health services, Community Development, shelter reconstruction, Livelihood support program and Water and Sanitation in earthquake affected areas. Since 2002, ARC has worked in refugee camps near the western city of Quetta, focusing on providing health care and training members of the community in basic health services. After the massive earthquake of October, 2005, ARC began operating in the northern part of the country, providing emergency health care, supplies, shelter and food aid. Today, ARC is helping disaster survivors in the north and south of Pakistan to recover from the massive 2010 monsoon flooding that affected more than 20 million people.

PRIMARY PURPOSE OF THE POSITION (A brief description of the overall purpose of the job; the rationale for why the job exists and how it contributes to ARC's mission and strategic plan.)

To assist the Senior WASH Infrastructure Coordinator on WASH and Infrastructure through interventions for target beneficiaries both in development and humanitarian setting.

MAJOR AREAS OF ACCOUNTABILITY (List the primary duties and responsibilities of the position as simply, yet completely as possible. Include the average percentage of time spent on the duty/responsibility. Generally there are no more than ten (10) major responsibilities.)

PRIMARY DUTIES/RESPONSIBILITIES	% OF TIME
Program Development/implementation <ul style="list-style-type: none"> • Preparation of engineering drawings and working engineering documents for bidding and tendering process. Generate bills of quantities and cost estimates for Watsan/ Shelter projects. • In collaboration with local authorities and project management committees, s/he ensures proper active participation of communities in Water & Sanitation/ Shelter projects. • Building capacity of ARC field staff, contractors and local communities in Water & Sanitation/ Shelter management. • Assist WASH Coordinator in training Watsan field officers in water quality monitoring and provide technical support supervision on regular basis. • Assists WASH Coordinator/ Shelter Coordinator in preparation of tendering and contract documents for procurement of works and services contracts for WASH/ Shelter related constructions. 	30 %
Technical Assistance <ul style="list-style-type: none"> • Provide Technical supervision of construction works undertaken by contractors, adhering to standard designs and specifications. This involves, but not limited to regular site monitoring and reporting on all technical issues such as measurement of works done and certification of levels of stages completed for payment as per the terms and conditions of the contract agreement. • To manage logistical Water & Sanitation/ Shelter related issues such as follow up on purchase request forms by appropriate tracking and subsequent certification of quality and or quantity of delivered items as per request. • Assist Watsan team in Borehole drilling supervision and Geo physical surveying and report analysis for feasibility of water availability 	30%
Reporting <ul style="list-style-type: none"> • Monitoring and evaluation of progress and projects using all the necessary tools especially using the logical framework and technical reports. Effectively contribute to reporting especially with donor reporting and monthly management reports. • Reporting to WASH Coordinator/ Shelter coordinator weekly (or more often as need may arise) and monthly 	30%
Other <ul style="list-style-type: none"> • Assist with NOCs/MOUs and other partnership arrangements as necessary • Ensure mainstreaming sectors in all project activities, such as protection, gender, environment etc, 	10%

- Effectively contribute to possible program development opportunities by providing information to the team, coordinating assessments and data collection, bouncing ideas and developing concepts.
- Any other duties that might be assigned by supervisor during the implementation of the projects that are relevant for WASH/ Shelter program development.

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED (List the important technical and professional skills and knowledge required to do the job well. Include years of experience required.)

- A university degree in civil engineering.
- Three years of working experience in community based water and sanitation programs
- Familiarity with emergency Water and Sanitation / Shelter requirements and protocols.
- Experience in working with displaced communities in INGO settings
- Experience in technical drawing, project costing and works supervision.
- Previous experience in training is highly desirable.
- Fluency in English language required..
- Computer literacy in word / data processing, and AutoCAD/ ArchiCAD is desirable.
- Proven ability to conceptualize, innovate, plan and execute ideas as well as transfer knowledge and skills.

KEY BEHAVIORS & ABILITIES (List the key behaviors and abilities that relate to success on the job that are critical to achieving the position's mission and goals.)

- Ability to supervise and direct a team of staff in a difficult environment.
- Ability and flexibility to work well with the local authorities.
- Ability to function as a team member, take direction, and share technical skills with colleagues and partners while executing work in multi-sectoral environment.
- Self-motivated and focused person with excellent analytical and interpretation skills.
- Ability to express clearly and concisely ideas and concepts in written and oral form.
- Willingness to travel and live under difficult physical and security conditions and the necessary restrictions that this entails.
- Ability to organise work and use time effectively.
- Ability to operate with limited resources and adapt to changing environment.