

Job Description

Job Title: Sub Engineer	Reports to: Programme officer Matrix Report: Programme Manager	Duty Station: Nuwakot and Dolakha
Overall goal of Position : Provide overall assistance in the construction work of the project of LWN.		
Key Responsibilities	<ol style="list-style-type: none">1. Ensuring the requirement of materials for effective project implementation.2. Determining skilled, semi-skilled, and unskilled workers required for project construction and employing them accordingly.3. Developing quotations, comparing & analyzing them, checking the quality of materials for the projects, and storing them in proper storage, and using them optimally.4. Measuring, designing, planning, and drafting projects and assisting line managers with budgeting.5. Building the structures to be built under the project considering the budget, quantity, and quality.6. Calculate the quantity and quality of the required materials for the project and make a budget accordingly.7. Checking the quality and quantity of the constructed structure and submitting the corresponding report.8. Providing technical training to workers and communities.9. Verifying the purchased materials, monitoring stores, and checking the in-out system of materials, size, quantity, and quality of structures.10. Mobilizing users' committees, plumbers, and beneficiaries.11. Ensuring a long-term water distribution system.12. Responsible for quality and quantity of the project.13. Recommending the cost for the constructed project as per cost, quantity, budget, and quality and submitting the report.14. Monitoring and evaluating the structures work-in-progress, preparing a report, and solving the problem immediately if something is wrong.15. Effective implementation by delegating appropriated rights to subordinates, committees, and workers.16. Proper usage, protection, and storage of organizational assets17. Developing and implementing the best tools to ensure that organization and project works are implemented in a smooth, sound, cost-effective, and compliant manner.	

	<p>18. To make the project successful by establishing and maintaining a positive relationship with communities, local governments, and stakeholders.</p> <p>19. Coordinating project activities, resources, and team members ensuring smooth project implementation.</p> <p>20. Keeping records of regular activities, preparing and submitting reports accordingly.</p> <p>21. Capturing, storing, and using the required photographs for the organization and transferring them to the upper level.</p> <p>22. Ensuring the successful implementation of the project based on organizational values.</p> <p>23. Safeguarding the confidentiality of organizational records.</p> <p>24. Doing feasible studies of future planning and submitting appropriate statistics and details.</p> <p>25. Act as per organizational needs.</p>
<p>Required Knowledge, Skills, and Abilities</p>	<ul style="list-style-type: none"> • Excellent communication skills (verbal written Nepali, English is encouraged). • Scheduling, Time Management, Reporting, and Presentation Skills. • Takes initiative (self-motivated), thinks objectively, and has great interpersonal skills. • Remain calm under pressure and have excellent analytical /problem-solving skill. • Ability to live and work in difficult remote areas and travel extensively. • Must have a positive learning attitude and concern for the poor and vulnerable. • Good in community group facilitation and writing case stories. • Demonstrate cross-cultural sensitivity, flexible worldview, emotional maturity and physical stamina. • Must have a high level of integrity and honesty, self-motivated, confident and independent.
<p>Minimum qualification and experience required</p>	<ul style="list-style-type: none"> • Diploma in Civil Engineer • 1-3 years of working experience in the related field. Especially in the Construction field. • Experience of construction site management and rural setting. • 2-wheeler driving licence.