**JOB DESCRIPTION**

**Functional Title :** Construction Quality Supervisor (CQS)

**Responsibility Level :** Officer (Level-3)

**Project :** Health and Hygiene Activity (HHA) - Swachchhata

**Duty station :** Birendra Nagar, Surkhet/Dailekh

**Direct Report to :** Construction Quality Manager

**Second line Report** : Chief of Party (CoP)

**Collaborator** : DCoP, HI Manager (CQM), Monitoring

Evaluation, Learning Advisor (MELA), and Finance

Manager (FM), DCs, FC

**Background**

The USAID Health and Hygiene Activity (also known as **“**Swachchhata” in Nepali) aims to improve community health status by improving integration of hygiene in health service delivery. Swachchhata (2016-2024) utilizes an integrated approach with a dual focus on (i) improving quality of health service delivery and (ii) improved hygiene behavior in peripheral health facilities (health posts and primary healthcare centers). Swachchhata is implementing activities across seven districts of Karnali and Lumbini Provinces (Dolpa, Jajarkot, Rukum West, Surkhet, Dailekh, Salyan and Rukum East).

**Job Summary**

The CQS will work closely with the Swachchhata team to supervise, monitor

and support the new construction/rehabilitation of water, sanitation, and hygiene (WASH) infrastructures in health facilities. The CQS will ensure the quality of construction work by supporting the development of technical surveys and monitoring and supervising the construction and post- construction activities of a local construction firm at selected health facilities, conducted with inclusive stakeholder participation. The CQS will also monitor and co-facilitate technical trainings and ensure the quality that the construction firm conducts.

**Key Responsibilities**

* Prepare monthly plans of action in consultation with DCs and FCs, and obtain approvals from Swachchhata’s Construction Quality Manager accordingly.
* Provide support in preparing the design, estimation, and bill of quantities of WASH construction schemes/systems based on USAID-approved guidelines.
* Guide, supervise, monitor, and ensure the quality of new/rehabilitated WASH construction work - drinking water supply schemes, toilets, handwashing facilities, and maintenance systems, among others - providing feedback and guidance to the local construction firms’ sub-overseers (technicians) and overseers at selected HFs in Swachchhata targeted districts.
* Work closely with Swachchhata’s DCs and the Swachchhata technical team - to coordinate with respective Municipalities/Rural Municipalities (M/RM) and HFOMCs.
* Monitor and ensure that all local and non-local construction materials, workmanship, and construction/rehabilitation works are in full compliance with health facility contract plans and with Government of Nepal, USAID, and Swachchhata’s specifications and standards.
* Conduct close observation of ongoing construction work and timely feedback to technical teams during the construction work.
* Inform immediately to respective supervisors or COP/DCOP if quality of construction work is not as per the approved standard design and estimate or compromised in any manner.
* Carry-out regular field monitoring visits in a professional manner and ensure all program targets and deadlines are met in a timely manner.
* Provide real-time advice, support, field inspection and verification reports to the CQM on making course corrections when needed to ensure construction work moves forward as planned.
* Perform other tasks as deemed necessary by the supervisor and Chief of Party.

**Working condition:** May require frequent field visits to health facilities on short notice.

Incumbent’s Signature: ------------------------ Date: -----------

Supervisor’s Signature: ----------------------- Date: -----------

Approved by: ---------------------- Date: -----------

**Requirements**

* Bachelor’s degree in civil engineering with two years experience in a similar field or Diploma in civil engineering with 5 years of experience from reputed institutions
* Strong technical skill to guide construction team seconded by consulting firm and closely monitor the construction work.
* Good proficiency in MS Excel and AutoCAD software.
* Proven experience working on WASH program. (USAID project experience is desirable)
* Excellent coordination skill and work closely with Rural Municipality/Municipality.
* Ability to work in a team, coordinate tasks, and work with minimum supervision.
* Strong English and Nepali written and spoken skills.