

## SUPERVISION ENGINEER

**Department:** Programmes

**Place of work:** Chattogram, Bangladesh

**Duration:** Full-time, fixed term contract (till 31 December 2021)

**Grade:** 7

**Salary:** WSUP offers competitive compensation BDT 80,919.00 per month (excluding admissible benefits as per policy. Benefits includes Transport Allowance, Contributory Provident Fund, Gratuity, Festival Bonus and insurance coverage (Group, Family Hospitalization and OPD)

**Reports to:** Project Manager

### About WSUP

WSUP is a not-for-profit company that helps transform cities to benefit the millions who lack access to water and sanitation. We were created in 2005 as a response to the urban explosion that has left many cities unable to provide basic services, such as access to a toilet or drinking water, to low-income communities. We work alongside local providers, enabling them to develop services, build infrastructure and attract funding so that they can reach low-income communities.

We work in seven countries in sub-Saharan Africa and Asia, supported by an office in the UK. Since inception we have helped over 20 million people access improved water, sanitation and hygiene services.

For more information about WSUP's vision and approach, see [www.wsup.com](http://www.wsup.com).

## About the role

The Supervision Engineer is responsible for field survey, cost estimates, and supervision of implementation of water and/or sanitation service improvements under the project “Increase access to improved WASH facilities in Chattogram, Bangladesh”. He/she is responsible for guiding the implementation team with all design related issues, progress monitoring and quality control of the field works.

## Application deadline:

19 July 2021.

**NOTE: Application deadline for this role is 19 July 2021, however we will be interviewing suitable candidates as they come in.**

The full job description can be found below.

To apply for this position, go to <https://www.wsup.com/vacancies/> to upload your resume and cover letter.

**Please note:** This job is based in Bangladesh. **Applicants must have the right to work in Bangladesh at the time of application.** Please do not apply if this is not the case.

## **Job Description**

### **Overall purpose**

The Supervision Engineer is responsible for field surveys, cost estimates, and the supervision of the implementation of water and/or sanitation service improvements under the project “Increase access to improved WASH facilities in Chattogram, Bangladesh”. She/he is responsible for guiding the implementation team in all design related issues, and to progress monitoring and quality control of the field works. Working in close collaboration with relevant stakeholders, she/he will ensure the effective and efficient use of project resources and ensure agreed objectives are delivered on time. He/she will ensure adequate supervision of construction activities and take corrective measures appropriately. He/she will maintain a professional working relationship with all relevant actors in order to ensure efficient delivery of the project at field level.

In addition, the role will provide full support to other project activities in which it is asked to engage and at all times will adhere to WSUP’s core values, Business Ethics, gender sensitivity and diversity activities according to project and mission needs.

### **Main responsibilities and tasks**

#### **1. Responsible for all construction related Planning Phase activities**

- Plan, design, estimate WASH infrastructure schemes in the Low Income Communities (LICs) of Chattogram city.
- Take part in situational analysis of programme areas, field surveys and collection of baseline and design data
- Conduct joint pre-work surveys for the construction of WASH facilities
- Assist to conduct base line surveys
- Prepare funding requests through estimation and processing for validation & approval
- Prepare bidding documents, material and work specifications

#### **2. Accountable for the implementation of infrastructure related activities**

- Supervise the implementation of service improvements, including contractors’ activities if any
- Assist in updating design drawings as per field requirements
- Pay regular field visits to programme areas to observe progress, compliance of design, work specifications and quality of work
- Conduct critical phase monitoring for every scheme in a timely and efficient manner
- Keep track of progress of infrastructure interventions; provide progress reports to the supervisor against the programme log frame, in line with WSUP’s reporting requirements
- Regularly follow-up and monitor infrastructure activities

#### **3. Capacity building**

- Orient field staff on the planning and implementation procedures of WASH facilities

- Coach and mentor a diverse work force on the job as necessary
- Attend and arrange trainings, meetings, workshops with partners and stakeholders
- Facilitate quality control and Operation & Maintenance training to WASH Management Committees or community based organisations

**4. Liaison/Coordination/Linkage with GO/NGOs, partners and other local development actors.**

- Coordinate closely with relevant government officials Department of Public Health Engineering (DPHE), Chattogram City Corporation, Directorate of Health Service (DoHS) regarding programme planning and implementation
- Maintain functional relations and liaisons with Water Supply & Sewerage Authority WASA, City Corporation, Partners and other relevant service providers
- Create an enabling working environment with different actors of different fields to assist in the implementation and follow-up of the infrastructure activities

**5. Report Preparation and documentation:**

- Prepare and submit funding adjustments as per requirement
- Ensure preparation of Funding Request and Completion Report for all infrastructures
- Prepare regular progress reports and submit to supervisor
- Assist supervisor in preparation and submission of various reports
- Collect required data for reporting through compilation and analysis
- Prepare self-explanatory reports on situational aspects in the office and on the field
- Assist project manager in preparing the monthly/quarterly reports

**Person specification**

Evidence that applicants meet the essential criteria will be assessed by the following methods: Application (A) Interview (I), and potentially Test (T) as indicated below

**Essential**

<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Diploma in Civil Engineering or other relevant disciplines (A)</li> <li>• Experience in relevant WASH field (A,I)</li> <li>• Experience in the planning and implementation of water and sanitation related infrastructures (A,I)</li> <li>• Track record of delivering project activities within deadlines and budgets across public and private sectors and with NGOs (I)</li> <li>• Experience of working with city corporations/NGOs/service providers (A, I)</li> <li>• Experience of supervising the implementation of project elements and feeding back on progress (A, I)</li> <li>• Experience of mentoring/coaching/capacity building (A, I)</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound understanding of engineering drawing/design (I)</li> <li>• Broad understanding of water and sanitation related engineering design/drawing, material and construction specifications, physical progress monitoring and quality control (I)</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively within a multi-disciplinary project team and to liaise with institutional partners, consultants, contractors and community representatives (I)</li> <li>• Ability to supervise implementation of water and sanitation related infrastructures in urban contexts (I)</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent planning, organisational and time management skills, able to work well under pressure both proactively and reactively and prioritise a challenging workload (I)</li> <li>• Excellent written and oral communication skills in English (I,T)</li> <li>• Patient, creative, self-driven and a good sense of humour (I)</li> <li>• Excellent skills with Microsoft Office suite, including Excel and Word (T)</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Passionate about WSUP's aims and ethos (A)</li> <li>• Absolute adherence to WSUP's policies on Child Protection, Health &amp; Safety and Business Ethics and lead on these by example (I)</li> </ul>

### Desirable

<b>Qualification</b>	<ul style="list-style-type: none"> <li>• BSc in Civil Engineering</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• General understanding of sanitation and faecal sludge management in urban areas.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the WASH sector</li> </ul>

**Please note:** This job is field based (Chattogram). **Applicants must have the right to work in Bangladesh at the time of application.** Please do not apply if this is not the case.