



“समृद्ध नगर, सुखी नगरवासी”  
ठुलीभेरी नगरपालिका  
Thulibheri Municipality

# नगर कार्यपालिकाको कार्यालय

Office of Municipality Executive

जुफाल डोल्पा/Juphal, Dolpa कर्णाली प्रदेश, नेपाल/Karnali Province, Nepal

पत्र संख्या/Ref No : २०७९/०८०  
चलानी नं./Dispatch No : ६४०

प्रथम पटक प्रकाशन मिति/Date: २०७९/११/१९

## सेवा करारमा जनशक्ति पदपूर्ति गर्ने सम्बन्धी सूचना

नेपाल सरकार, फिनल्याण्ड सरकार तथा यस ठुलीभेरी नगरपालिकाको संयुक्त सहकार्यमा यस नगरपालिकामा संचालन भैरहेको सवैका लागि दिगो खानेपानी, सरसफाई तथा स्वच्छता (SUSWA) परियोजनाका लागि तपशिल बमोजिमका पदमा सेवा करार पदपूर्ति गर्नका लागि निम्न बमोजिम योग्यता पुगेका नेपाली नागरीकहरुले काम गर्न चाहेको पदमा वैयक्तीक विवरण र निवेदन सहित सुचना प्रकाशन भएको मितिले १५ दिन भित्र यस कार्यालयमा दरखास्त पेश गर्न हुन यो सुचना प्रकाशन गरिएको छ ।

तपसिल:

क्र.स.	बिज्ञापन नं.	पद	आवश्यक संख्या
१	SusWA- ०४/२०७९/०८०	खानेपानी सरसफाई तथा स्वच्छता (वास) प्राविधिक (WASH Technician)	३ जना
२	SusWA- ०५/२०७९/०८०	सामाजिक परिचालक ( Social Mobilizer)	३ जना

### १. आवश्यक न्यूनतम योग्यता र अनुभव

#### क) खानेपानी, सरसफाई तथा स्वच्छता प्राविधिक (WASH Technician)

- CTEVT बाट सिभिल ईन्जिनियरिङ विषयमा कम्तीमा TSLC उत्तिर्ण गरेको वा खानेपानी तथा सरसफाई क्षेत्रमा मान्यता प्राप्त संस्था बाट ३० दिने Plumbing तालिम प्राप्त गरेको र कम्तीमा २ वर्ष खानेपानी सरसफाई तथा स्वच्छताका क्षेत्रमा कार्य अनुभव भयको र ५ वटा खानेपानी योजना निर्माण गरेको ।
- सामाजिक परिचालन तालिम सहजिकरणमा राम्रो अनुभव भएको
- सम्बन्धित स्थानिय नागरिकलाई विशेष प्राथमिकता दिईने छ ।

#### ख) सामाजिक परिचालक (Social Mobilizer)

- नेपाल सरकार को मान्यता प्राप्त बिद्यालय बाट प्रविणता प्रमाण पत्र तह पास गरेको र ) सामाजिक परिचालन तथा समुदाय विकास क्षेत्रमा कम्तीमा २ वर्ष कार्य अनुभव भयको) र खानेपानी सरसफाई तथा स्वच्छताका क्षेत्रमा अनिवार्य रुपमा १ वर्ष कार्य अनुभव भयको ।
- सामाजिक परिचालन र तालिम सहजिकरणको राम्रो सिप भएको हुनु पर्ने ।
- सम्बन्धित स्थानिय नागरिकलाई विशेष प्राथमिकता दिईने छ ।

२. दरखास्त दस्तुर र जम्मा गर्नु पर्ने खाताको विवरण: दुवै पदको लागि रु ५०० अक्षररूपी पाच सय रुपैया मात्र, दस्तुर ठुलीभेरी नगरपालिकाको सिटिजन बैंकमा रहेको आन्तरिक राजस्व खाता खाता नं ०९४०१०००००००१२०२ मा जम्मा गरेको सकल बैंक भौचर आवदेन साथ पेश पर्नेछ ।

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*Signature*  
नि.प्रमुख प्रशासकीय अधिकृत



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## नगर कार्यपालिकाको कार्यालय

### Office of Municipality Executive

जुफाल डोल्पा/Juphal, Dolpa कर्णाली प्रदेश, नेपाल/Karnali Province, Nepali

३. व्यक्तिगत विवरण ढाँचा पेश गर्नुपर्ने : आवदेकले व्यक्तिगत विवरण, नागरिकता नं., ठेगाना, शैक्षिक योग्यता, अनभुवको विवरण सहितको व्यक्तिगत विवरण ढाँचा तयार गरि आवेदन साथ पेश गर्नु पर्ने छ ।
४. आवेदन साथ पेश गर्नु पर्ने कागजातहरु: नेपालि नागरिकताको प्रमाण पत्र, शैक्षिक योग्यताको प्रमाण पत्र, अनभुवका प्रमाण पत्र, तालिम प्राप्त गरेका प्रमाण पत्रहरु
५. छनौटको किसिम : योग्यता क्रमको प्रारम्भीक सुची, लिखित परिक्षा र अन्तरवार्ता हुनेछ ।
६. नगरपालिकाकाको ईमेल ठेगाना: [ito.thulibherimun@gmail.com](mailto:ito.thulibherimun@gmail.com) मा पर्न दरखास्त पेश गर्न सकिनेछ ।
७. काम सँग सम्बन्धित कार्य विवरण नगरपालिकाको Website: [www.thulibherimun.gov.np](http://www.thulibherimun.gov.np) मा हेर्न सकिनेछ ।

डिल प्रसाद रोकाया  
प्रमुख प्रशासकिय अधिकृत  
नि.प्रमुख प्रशासकीय अधिकृत





6. **Post:** **Social Mobilizer**  
**Duty Station:** Scheme site as assigned by the supervisor.  
**Immediate Supervisor:** WASH Coordinator  
**Reporting:** WASH Unit  
**Accountability:** WASH Management Committee.

**Academic qualification:** Intermediate level in relevant discipline.

**Professional experience:**

- Minimum 2 years of working experience in social mobilization or community development in rural settings with minimum one year in WASH sector.
- Additional advantage to those who worked with donor funded programme/projects in the Municipalities.

**Other Skills:**

- Excellent in Social mobilization & training facilitation skills.
- Good in written and spoken Nepali with command in the local language.
- Demonstrated ability to work with local communities and in multi-cultural environment.

**Duties:**

Social Mobilizer is responsible for mainly responsible to coordinate, supervise/monitor and manage the scheme/community level activities of the project at assigned wards of the municipality. Duties of Social Mobilizer are presented below in detail.

1. Planning & implementation

- Organize mass meetings at ward/scheme level and disseminate information about SUSWA; respective scheme/activities and roles of stakeholders.
- Assist in formation of WUSCs as GEDSI/HRBA strategy and support to prepare the statute and registration and renewal process; and Operational bank account opening.
- Assist WUSCs in transportation and proper store management of construction materials (local/non-local) at scheme site.
- Regularly follow-up the implementation progress of project activities; Support the WUSCs for community mobilization, CAP review and provide backup support to complete all activities in a given timeframe.
- Contribute and assist WUSCs/users in solving disputes existing at the scheme level (if any) in close coordination with Municipal officials.
- Facilitate the community on selection of participants for technical training (VMW).
- Assist WUSCs for maintaining the institutional governance through proper book keeping, meeting minutes, scheme board, public auditing and participation of women and disadvantaged groups in meetings/campaigns.
- Support WUSCs/Users in preparation of O&M action plan and water safety plan. Facilitate and follow the implementation of plans and also support WUSCs for linkage development with concern agencies for sustainability of water services.
- Support WUSCs to register/renew in the municipality and affiliate with WUSC Network.
- Support WASH Unit to implement the planned activities regarding DMM in connection to the DMM policies and plan.

2. Capacity Building, Coordination collaboration and synergy building
  - Conduct various trainings in scheme/ward level as per approved work plan following the Step-By-Step Procedure of the project.
  - Assist and capacitate WUSCs in proper financial management/book keeping and non-local materials procurement process, transportation, store management; meeting minutes, other records keeping.
  - Maintain good harmony and coordination with the project team, Ward officials, and other stakeholders for timely completion of planned activities.
3. Monitoring and reporting
  - Plan and participate in scheme level monitoring process ensuring Step-By-Step process and also ensure the monitoring feedbacks are properly and timely implemented.
  - Coordinate with and facilitate health post/FCHVs, schools and other organizations working in the municipality for public health issues monitoring (sanitation & hygiene behavior, nutrition, menstrual hygiene, .... etc.); closely monitor the performance of Self-monitoring tools (HH and schools) outputs/impact.
  - Prepare monthly/bi-monthly summary progress report of project activities including the next month plan for monthly/bi-monthly meeting. Ensure issues raised, community feelings, good practices introduced and lessons learnt from reporting period are followed up in implementation of the project activities.
4. Office Management and Administration
  - Review bills and other documents of WUSCs/programs and recommend to the WASH Unit for necessary action. Also facilitate WUSCs for payments to Users/Suppliers.
  - Prepare proposals of workshop/training according to approved AWP and forward to WASH Coordinator for approval process and fund management. Maintain the transparency of expenditures and advance settlement on time.
  - Participate in monthly/bi-monthly progress review/planning meetings at WASH Unit.
5. Others
  - Ensure the project guidelines (PIM, SBS, GEDSI/HRBA, etc.) are followed properly at all stages of project implementation.
  - Any other duties assigned by the supervisor/WASH Unit towards achieving the project's results.





5. **Post:** WASH Technician  
**Duty Station:** Scheme site as assigned by the supervisor.  
**Immediate Supervisor:** WASH Coordinator  
**Reporting:** WASH Unit  
**Accountability:** WASH Management Committee.  
**Academic qualification:** TSLC in civil engineering from CTEVT or completion of at least 30 days water supply and sanitation training from recognized development agency/institution.

**Professional experience:**

- Completion of at least 5 gravity flow schemes independently and having 2 years of experience in WASH sector. Experience with sanitation, hygiene and water quality is an advantage.
- 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 the 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:**

The Water Resources Technician is the key person to perform construction related activities at the project site. He/she is the full-time field-based staff for technical inputs in schemes construction related activities. WASH Technician will perform following tasks under direct supervision of supervisor and technical guidance of Technical Facilitator maintaining close coordination with Social Mobilizer.

- Mobilize the community for implementation of the WASH schemes.
- Support and Conduct pre-feasibility survey/study of WASH schemes
- Support Technical Facilitator while conducting detail survey
- Perform and support training to local people and technical training like VMW etc.
- Provide direct technical inputs to WUSCs/masons to ensure quality of workmanship of construction activities of all types of schemes.
- Coordinate and cooperate with the ward/municipality team for smooth implementation of the scheme activities.
- Support to WUSCs for proper records of construction materials (structure wise use), tools and attendance of skilled and unskilled labor as per scheme book.
- Facilitate to WUSCs to select training participants for technical training (VMW, RWH...etc). After formal training; provide additional on the job training and evaluate their performance.



- Support to WUSCs/communities in water tariff fixation, preparation of WSP and O & M plan, formulation of scheme operation guideline and facilitation in implementation.
- Support water quality related activities, water quality examination including Water Safety Plans and related training in scheme level.
- Provide advice and support to development of Water Safety Plans; and monitor implementation.
- Contribute and support source conservation activities and any other activities related to sustainability of schemes and total sanitation activities.
- Contribute and support promotional activities i.e., celebrating special events (national sanitation week, hand washing day, water day, and environment day ...etc.) at municipal level.
- Support scheme level monitoring visits.
- Maintain good harmony and coordination with the project team, municipality officials, and other stakeholders for timely completion of planned activities.
- Any other duties towards achievement for project results assigned by the supervisor/WASH Unit.