



OFFICE OF HEAD

DEPARTMENT OF WATER SUPPLY & SANITATION PUNJAB
Water Works Complex, Phase-2, Sahibzada Ajit Singh Nagar-160055
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Applications are invited for the engagement of below mentioned specialists in the Office of Head Department of Water Supply and Sanitation SAS Nagar on Contract Basis initially for a period of one year extendable on yearly basis depending upon performance but in any case not beyond 31.3.2021 (end of World Bank Project):

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|---|--|---|-----|
| 1 | CAD based design expert | - | Two |
| 2 | Chief Social Development Officer (CSDO) | - | One |
| 3 | Senior Environmental Specialist | - | One |
| 4 | Information Education Communication (IEC) (State level coordination) | - | One |
| 5 | Senior Procurement Specialist | - | One |
| 6 | Contract Management Expert | - | One |

Educational qualifications, experience and Job description for the above mentioned Specialists are available on the Departmental **Website** www.pbdwss.gov.in. Retired government officers of age up to 62 years can also be considered subject to the fulfillment of their qualifications, experience of handling similar duties as mentioned in their respective job description. Applications on plain paper accompanied by proof of qualification, age, photograph and experience should be submitted at the above address and at email **hoddwss@gmail.com** & **ucdwss@gmail.com** by 5:00 PM up to May 18, 2017.

Head DWSS

Selection criteria:

1	(i) Weightage of marks in the prescribed qualifications (ii) Weightage of additional higher qualification	: :	50% 15%
2	Weightage of experience <ul style="list-style-type: none">• No marks will be given for minimum experience• 4 marks will be given for additional each one year's experience• No Weightage will be given beyond 5 years additional experience	:	20%
3	Weightage of interview	:	15%

1. TOR for CAD based design expert

A. QUALIFICATIONS

- Degree in Civil Engineering
- Candidates should have minimum 5 years of experience in AutoCAD, Revit, and Adobe CS is also strongly preferred.
- Good communication and creative problem solving skills are a must.
- Must have sufficient knowledge of Punjabi language. (At least Matriculation passed with Punjabi language)
- Maximum age for General Category 42 years for SC /BC 47 years (up to 62 years for retired Govt. Officers)

B. REPORTING TO

Executive Engineer Design

C. ROLE PURPOSE

Support the Executive Engineer Design in carrying out/evaluating CAD based design

D. ROLE ACCOUNTABILITIES

- Preparation of design of water supply and sewerage schemes as well as of engineering drawings on CAD System.
- Review of design and drawings for various projects taken up by Department of Water Supply and Sanitation as required from time to time

E. Salary structure: Rs. 50000 -75000 PM (Negotiable depending upon the experience)

2. TOR for Chief Social Development Officer (CSDO)

Qualifications, Experience and Job Description

QUALIFICATIONS

- Postgraduate in Social Work, development studies or social sciences with minimum 50% marks.
- Knowledge to read, write and speak Punjabi language is mandatory
- Maximum age for General Category 52 years for SC /BC 57 years (up to 62 years for retired Govt. Officers)

Experience

- 15 years experience after post graduation with minimum 5 years experience in PRI strengthening or designing and implementation of community development programmes. Experience in bilateral funded agencies project in Water and Sanitation Projects would further be preferred.
- Sufficient experience in strategic Capacity Building and communication plan for Behavior Development/Social Mobilization/advocacy participatory communication or development.
- Well conversant with latest techniques/strategies involving overall social development particularly for sustainable water and sanitation project.
- Strong oral and written presentation skills, analytical and problem-solving skills. Outstanding interpersonal skills and demonstrated ability to work in multi-disciplinary teams and multicultural environments.
- Exposure in monitoring and evaluation framework for Capacity Building programmes.

Job Description

- Reports to Superintending Engineer as Unit Head and coordinate with various district officers for providing support on social development and GPWSC strengthening required for the project.
- Designing Community Development programmes and its effective implementation
- Planning and Implementation of Capacity Building initiatives for addressing social issues such as gender mainstreaming, equity and inclusion, WASH programme.
- Should be able to design, implement and monitor CDD approaches in water and sanitation programme at State Level and responsible for communities taking over water and sanitation schemes, manage/sustaining them.
- Develop and guide the implementation of a gender framework for inclusion of women in the rural water supply programme.
- Planning and orientation of workshops for Capacity Building of various stakeholders in the project.
- Training of Social Development Specialists and Social mobilizers
- Formulation and Implementation of Social Management plan including social audit
- Unit Head's work shall be evaluated based on achievement of Project Development Objectives specifically Service Levels and strengthen service delivery arrangements including reduction in open defecation.
- Extensive travelling across the State required.
- Responsible for inclusive development

Salary structure: Rs. 50000 -Rs. 75000 PM (Negotiable depending upon the experience)

3. TOR for Senior Environmental Specialist in Environmental Unit of DWSS (at State level):

Qualifications:

- Post Graduate degree in Environmental Engineering/ Environmental Science from recognized college/ University/ Institute.
- Maximum age for General Category 45 years for SC /BC 50 years (up to 62 years for retired Govt. Officers)

Experience

- At least 8 years of relevant experience in water supply & sanitation (sewerage schemes and onsite sanitation) sector and understanding of environmental, water quality and sanitation issues in context of the sector

The Senior Environmental Specialist for Health, Safety and Environment Safeguard (HSE) shall be recruited for the Environmental Unit at the State level to guide the Department on all matters related to environment for rural water supply and sanitation schemes. S/he shall report to the Director/HOD, DWSS or any other as per direction of Department. The role and responsibilities of Senior Environmental Specialist include:

1. Ensure that all GoI and State level legal and regulatory provisions relevant to the environmental protection and the World Bank safeguards policies are satisfactorily met through the project processes in each scheme and project villages;
2. Ensure that: (a) environmental assessment is an integral part of planning, preparation and implementation of water supply and sewerage as well as onsite sanitation (toilet construction) proposed under the project; and (b) supervision, monitoring and evaluation of water and wastewater quality and environmental indicators are conducted as part of the overall project monitoring programme;
3. Provide inputs for effective planning, preparation and budgeting in DPRs and bid documents, by way of including environmental screening, EMP, ECoPs and EMF, for: (a) replacing and rehabilitating the existing water supply infrastructure; (b) augmentation of existing water supply schemes; (c) water supply schemes in quality affected areas; (d) canal based water supply schemes; (e) sewerage schemes; (f) onsite sanitation schemes; and (g) O&M requirements and responsibilities;
4. Guide officers and Environmental Specialist(s) to obtain necessary approvals and clearances from required departments for implementation of schemes;
5. Provide oversight to DWSS staff, NGOs and contractors responsible for the scheme implementation; conduct field visits, participate in discussions, meetings, workshops and facilitate data collection where required;
6. Conduct environmental audit for completed schemes - at least 15% of completed category I water supply schemes, at least 25% of category II water supply schemes, all canal based schemes, at least 50% of sewerage schemes, and 25% villages with onsite sanitation construction sites in high ground water table;
7. Guide Environmental Specialist(s) and officers regarding non-compliance of environmental rules & regulations and World Bank safeguards, and required actions based on quarterly

scheme-wise progress report on environmental status of water supply and sewerage schemes as well as onsite sanitation.;

8. Support Water Quality unit in terms of related planning, capacity building, implementation, surveillance, monitoring and data analysis;
9. Advise officers and Environmental Specialist(s) on monitoring quality of treated wastewater and compost/sludge from sewerage schemes;
10. Guide to improve integration, monitoring and evaluation of water and wastewater quality monitoring data with MIS and GW mapping data;
11. Work with Training and Capacity Building Unit of DWSS to: (a) provide environmental training to DWSS officers, NGOs and contractors of water supply and sanitation schemes; and (c) ensure IEC activities for awareness and sensitization regarding personal and public hygiene, environmental sanitation, and water conservation, are an integrated component of project IEC activities;

Essential:

- A retired government officer or retired scientist/academician/officer from NEERI/IIT/IIM or similar institute with above experience can also be considered.
- Comprehensive knowledge of the Occupational Health, Safety and Welfare Act, Regulations and Codes of Practice
- Ability to identify safety issues and prepare a comprehensive plan to achieve goals
- Comprehensive knowledge of Labour Law
- Experience in Water and Waste Water Quality Monitoring
- Comprehensive knowledge of Liquid Waste Management in rural area
- Comprehensive knowledge of Disinfection of Drinking Water Supply Scheme
- Comprehensive knowledge of Surface Water and Ground Water Supply Scheme
- Comprehensive Knowledge of Onsite and Offsite Sanitation Technology options (Twin Leach Pit, Septic tank cum Soak pit, Bio digester Tank etc).
- Computer literate with working knowledge of MS Office, Power Point presentation, email, web surfing
- Willing to travel and work extensively in rural areas of Punjab.

Desirable:

- Experience of working in community based Rural Water supply and Sanitation Sector with multi-lateral financing institutions is desirable.

Salary: Remuneration of Rs. 50000- Rs. 75000/- PM (LS) (Negotiable depending upon the experience).

4. TOR for Information Education Communication (IEC) - (State level coordination)

A. Qualification

- Post graduate degree in sociology, psychology, social work, mass communications, journalism, public relations or related field with minimum 50% marks
- Knowledge to read, write and speak Punjabi language is mandatory
- Maximum age for General Category 52 years for SC /BC 57 years (up to 62 years for retired Govt. Officers)

B. Experience

- 15 years experience of progressively responsible work experience after post graduation in the design, planning and management of strategic communication programmes with minimum 5 years experience preferably in Rural Water Supply and Sanitation/UNDP/World Bank Projects.

C. Job Description:

- Report to Superintending Engineer as Unit Head and coordinate with various district officers for providing IEC support on key activities
- Track reporting and monitoring of various IEC activities and prepare monthly reports of IEC activities of all districts
- Collate the plans of social development and capacity building and accordingly develop IEC work plan in consultation with District offices. These work plans should include measurable IEC goals.
- Track progress made by each district on IEC work against set targets and goals, as well as impact achieved as per the IEC measurement framework
- Coordinate all state-level IEC activities including consumer research
- Coordinate all media relations work at state level and coordinate with mainstream media for inviting them for events and special activities
- Coordinate all budgeting and district-level approvals for budgets
- Support field visits planned at the state level as well as undertake periodic field visits to assess on ground situation
- Coordinate with the communications firms and media agencies
- Work seamlessly with the IEC staff at the state level such as Internal Communications, ICT and Digital Media and Content specialists to strengthen IEC support and work
- Coordinate with various government departments as well as the Sanitation Cell of PRWSS for effective convergence communication
- Pay special focus on sustainability of project and driving the project principles of community participation and ownership
- Suggest and implement measures for improvement in quality of achievements.
- Responsible to develop their own work programme consistent with the IEC strategy and agreed with project objectives.
- Extensive travelling across the State required.

D. Salary Structure: Rs. 50000 - Rs. 75000 PM (Negotiable depending upon the experience).

5. Terms of Reference for Senior Procurement Specialist

A. Qualifications

A graduate Civil/ Mechanical Engineer with experience of handling State Govt. / Govt. of India /Public Sector/ Semi Govt. procurement procedures.

- Maximum age for General Category 47 years for SC /BC 52 years (up to 62 years for retired Govt. Officers).
- Retired government officers of age up to 62 years can also be considered subject to the fulfilment of their qualifications, experience job description of handling similar duties mentioned below

B. Experience:

Minimum 10 years experience having knowledge of

- World Bank procurement procedures and experience in imparting training and capacity building on procurement related activities will be advantageous. Computer knowledge of Microsoft Office is essential.
- Knowledge of the concepts, principles and practices which govern international procurement, the contracting of consultant services, technical specifications in design, engineering and construction of facilities, the development of public procurement policies etc.
- Knowledge and specialized command of all major facets of procurement policies and practices as applied across a wide range of all phases of the project cycle and ability to address broader issues at sector/country level.
- Understanding of Bank operational policies and practices related to project/sector work.

C. Job Description:

- Work independently on procurement matters in specific sectors in the performance of Bank's fiduciary and service functions, seeking guidance on complex projects/issues from senior procurement staff.
- Employ appropriate methodologies for handling simple and complex procurement tasks and/or issues
- Working across sectors, be responsible for reviewing and handling the technical, commercial and legal aspects of procurement (in consultation with Legal and Policy departments as necessary) at all stages of the project cycle, to include analysis of systemic and other procurement issues, procurement planning, design, implementation and management and training.
- Provide operational advice to clients and Bank staff on concepts, policies and procedures for international and local procurement.
- Participate in missions as sole procurement expert on large projects; assesses procurement implication of project design, evaluates institutional capacity of borrowers and develops suitable procurement plans.

- Participate in country procurement assessments, prepares background analysis, collaborates on developing appropriate public procurement legislation and practice and tailors instruments to meet specific client needs.
- Negotiate and resolves difficult procurement issues with Borrower agencies and handles questions/complaints from senior officials and contractors on bidding and award issues.
- Designing and conducting workshops on complex procurement topics to educate Engineers in the Department of Water Supply and Sanitation.
- Prepare a range of procurement-related documents and reports.
- Provide guidance and training to the procurement staff of Project Implementing Units.
- Play a advisory role to clients and colleagues in handling complex procurement tasks and issues, which frequently cut across sectors, and/or work units.
- Employ appropriate methodologies for handling simple and complex procurement tasks and/ or issues
- Make significant contributions in evaluating and developing improvements to borrower's procurement regulations/practices, including strengthening of institutional capacity.
- Play a substantive role in improving Bank procurement practices and approaches; generates "concept notes" and best practices papers and develops innovative solutions to particularly difficult procurement and related issues.
- Lead missions and supervises major projects as a technical expert; interacts with clients at the policy level.
- Prepare and/or comments on draft operational directives and policy papers; produces major/complex reports.
- Work independently under general direction of HOD/ unit manager or equivalent and guides and mentors more junior staff.
- Periodically update procurement manual and arrange capacity building on procurement aspects.

D. **Salary Structure:** Rs. 75000/- per month (Negotiable depending upon the experience).

6. TOR for Contract Management Expert

A. QUALIFICATIONS

- Degree in Civil Engineering
- Candidates should have minimum 5 years of experience in contract management preferably of big surface water based multi village water supply projects
- Should have knowledge to deal arbitration cases.
- Good communication and creative problem solving skills are a must.
- Must have sufficient computer knowledge of Microsoft Office.
- Maximum age for General Category 42 years for SC /BC 47 years (up to 62 years for retired Govt. Officers)

B. REPORTING TO

Superintending Engineer (Technical), HOD Department of Water Supply and Sanitation, SAS Nagar

C. ROLE PURPOSE

Support Executive Engineer Moga in the Contract Management of Surface Water Scheme for 85 villages of district Moga Punjab.

D. ROLE & RESPONSIBILITIES

- To monitor and review the achievement of mile stones as per time line fixed in the contract document
- To review the compliance by the agency in respect of environment & social management plan as per contract agreement
- To point out shortcomings in the implementation of project to Superintending Engineer (Technical) and suggest corrective measures
- Checking of contractor's bills as per provision in the agreement

E. Salary structure: Rs. 50000-75000 PM (Negotiable depending upon experience)