



OFFICE OF HEAD DEPARTMENT OF WATER SUPPLY & SANITATION

Water Works Complex, Phase-2, Sahibzada Ajit Singh Nagar-160055
Contact no. 01724330314,017243304

Department of Water Supply & Sanitation invites applications for the engagement of below mentioned specialists on **(Contract Basis)** for a period of 6 months:

1. Senior Community Led Total Sanitation Specialist - 03 (Three Nos.)
2. Solid Waste Management Specialist - 01 (One No.)

Educational qualifications, experience and job description for the above mentioned specialists are available on the Department Website www.pbdwss.gov.in. 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 26 May, 2017 upto 5.00 PM.

Head, DWSS

Qualification, Experience, Job Description and Emoluments for Post of Senior Community Led Total Sanitation Specialist

Sr. No.	Name of the Post	Qualification and Experience	Job Description	Emoluments	Tenure	Place of work	Number of Positions
1	Senior Community Led Total Sanitation Specialist	<p><u>Qualification</u></p> <ul style="list-style-type: none"> • Diploma in Rural Extension /social sciences or above. • Higher qualification shall be an added advantage. <p><u>Age</u></p> <ul style="list-style-type: none"> • Minimum 45 years and above <p><u>Experience</u></p> <ul style="list-style-type: none"> • Minimum 10 years of experience in social development /mobilization sector after basic attaining minimum educational qualification. • Minimum 5 years of experience in the field of water / Sanitation • Extensive knowledge of CLTS methodology is must. • Must Posses android based smart phone with data connection and lap top with data connection. 	<ul style="list-style-type: none"> • Provide technical assistance for planning, implementation, monitoring and reporting of CLTS and hygiene promotion component. • Assist in developing Programme Documents for implementing partners, review their progress reports and conduct Programmatic Visits. • Plan and organize trainings on CLTS for master motivators and motivators and build their capacities to make villages free from open defecation • Carry out pre-triggering, triggering and Nigranis in the villages • Willingly participate in morning nigranis • Regular visits of the CLTS villages to monitor the process and development in the communities in close collaboration with district teams. • Provide monthly written reports to director sanitation or any other officer 	<p>Negotiable upto 100000/- per month depending upon qualification experience & skills (22 working days) LS including mobile phone /data charges</p> <p>Reimbursable : Travelling allowance On actual basis subject to maximum Of Rs 1500/ per day for local travelling</p>	Six months	<p>1) District Gurdaspur & Pathankot</p> <p>2) District Amritsar & Tarntaran)</p> <p>3) District Ferozpur, Fazilka & Sri Muktsar</p> <p>Any other place in Punjab as per discretion of HOD DWSS.</p>	3

Sr. No.	Name of the Post	Qualification and Experience	Job Description	Emoluments	Tenure	Place of work	Number of Positions
		<p><u>Preferable :</u></p> <ul style="list-style-type: none"> • At least 5 years of experience in facilitation for planning, implementation and monitoring of public water supply and sustainable sanitation, preferably with community based approaches; Experience in decentralized governance, capacity building of multiple stakeholder groups, including PRIs for facilitating planning, implementation and O&M of RWSS. • Expertise in rolling out of community led sanitation through facilitation and development of team of professionals, to achieve ODF GPs. • Excellent understanding of national/ state programmes policies and operating environment for implementation of national flagship programmes NRDWP and SBM(G) • Good professional fluency in MS office including MS Word, MS Excel and MS Powerpoint; Knowledge of English and Hindi is 	<p>authorized by Head DWSS.</p> <ul style="list-style-type: none"> • Under the guidance of the supervisor take the necessary actions to implement the project in a timely and high quality manner. • Promote environmentally safe sanitation technologies. • Facilitate validation of beneficiaries , construction of latrines of their choice • Facilitate payment of incentive as per guidelines of Department of water supply and sanitation. • Provide coaching, mentoring and feedback support on the web- based / Mobile app based tools to staff trained as may be required • Support capacity building activities in relevant topics • Work seamlessly with staff level coordinator and district offices to support digital media and ICT functions • Integrating aspects like Household sanitation (management of fecal waste), Solid & Liquid Waste Management and Personal hygiene with the water supply 				

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		<p>essential, working knowledge of Punjabi would be an added advantage.</p> <p><u>Knowledge and skills</u></p> <ul style="list-style-type: none"> • Excellent oral and written communication skills in local dialect • An ability to multitask and perform under tight deadlines. • Good professional fluency in MS office including MS Word, MS Excel and MS Powerpoint; <p>Knowledge of English and Hindi/Punjabi is essential, working knowledge of Punjabi would be an added advantage.</p>	<p>program.</p> <ul style="list-style-type: none"> • Enhancement of the mutual coordination and bonding between the technical and social engineering / management personnel working under the project. • Building the existing capacities of the technical and social engineering personnel on various aspects viz. 'demystifying 24*7 water supply', 'principles of community managed approaches', 'effective communication', 'soft skills like leadership/ motivation/ conflict resolution'. • Extensive travelling across the State required. especially in the border districts of Punjab like Gurdaspur , Pathankot , Tarntaran , Hoshiarpur ., Ferozpur , Fazilka and Sh Muktsar Sahib • Stay up-to-date with digital media developments • Any other role assigned from time to time 				

Qualification, Experience, Job Description and Emoluments for Post of Solid Waste Management Specialist

Sr. No.	Name of the Post	Qualification and Experience	Job Description	Emoluments	Tenure	Place of work	Number of Positions
1	Solid Waste Management Specialist (SLWS)	<p><u>Qualification</u> Graduation in Civil/Environmental/ Public health.</p> <p><u>Age</u></p> <ul style="list-style-type: none"> • Minimum 45 years and above <p><u>Experience</u></p> <ul style="list-style-type: none"> • Should have minimum 10 yrs. experience for in Rural Solid Waste Management. • Must have hands-on experience in design, monitoring and evaluation of Solid Waste Management projects. • Prior experience working with Panchayati Raj Institutions, Environmental Sanitation such as fecal sludge management, social development will be an added advantage. • Experience of work on multilateral supported projects on Solid Waste 	<ul style="list-style-type: none"> • Identifying appropriate waste management systems / policies that are environmentally efficient, economically affordable and socially acceptable for rural villages of Punjab. • Advise and provide technical support to Department of Water Supply & Sanitation (DWSS) to plan and design Solid Waste Management Specialist (SWM) policies and projects. • Develop specific action plan for the implementation of an integrated solid waste management in ways that are protective to human health and the environment. • Provide technical support to DWSS to review and verify designs and needs analyses of the proposed solid waste management projects in the rural villages. • Provide technical support to the DWSS to set monitoring systems for Rural 	<p>Negotiable upto 100000/- per month depending upon qualification experience & skills (22 working days) LS including mobile phone /data charges</p> <p>Reimbursable : Travelling allowance On actual basis subject to maximum Of Rs 1500/ per day for local travelling</p>	Six months	<p>Office of HoD, Department of Water Supply & Sanitation.</p> <p>The work will also involve frequent travelling to all the 22 districts of Punjab to Conduct project visits to monitor and evaluate works.</p>	1

Sr. No.	Name of the Post	Qualification and Experience	Job Description	Emoluments	Tenure	Place of work	Number of Positions
		<p>management at would be preferred.</p> <ul style="list-style-type: none"> Working knowledge of Solid Waste Management & handling Rules 2016 framed by Ministry of Environment, Government of India. Must Posses android based smart phone with data connection and lap top with data connection. <p><u>Preferable</u></p> <ul style="list-style-type: none"> Ability to lead strategic planning, change processes, results-based management. Ability to assist Department of Water Supply Sanitation/ Rural Development & Panchayat Department to set standards and procedures for ensuring quality and monitoring compliance. <p><u>Knowledge and skills</u></p> <ul style="list-style-type: none"> Excellent oral and written communication skills in local dialect. 	<p>villages for solid waste management project including information on the composition and volume of waste generated from domestic and commercial sources as required for the preparation of a solid waste management plan.</p> <ul style="list-style-type: none"> Provide technical advice and support to DWSS in the collection and transportation program, confirm equipment requirements, and preparation and specifications for tenders. Provide technical support to DWSS to ascertain the preferred options for collection and willingness to pay for improved waste collection by rural households and businesses and determine the potential for private sector participation in waste collection, recycling, transportation, and disposal. Strengthening capacities of GPWSCs/GPs regarding changes in the institutional arrangements for improving collection, storage, 				

Sr. No.	Name of the Post	Qualification and Experience	Job Description	Emoluments	Tenure	Place of work	Number of Positions
		<ul style="list-style-type: none"> • Strong analytical, reporting and writing abilities skills. • Ability to plan, organize, implement and report on work. • An ability to multitask and perform under tight deadlines. • Good professional fluency in MS office including MS Word, MS Excel and MS PowerPoint. Knowledge of English and Hindi/Punjabi is essential; working knowledge of Punjabi would be an added advantage. • Positive, constructive attitude to work. 	<ul style="list-style-type: none"> transportation, treatment and disposal of solid wastes. • Setting up of technical standards for composting and landfill construction with regard to environmental quality and protection of human health. The landfill and composting sites should be planned in consideration of water bodies. • Establishing a public awareness programmes that focus on source waste separation practice, the fate of waste and the economic, environmental and social benefits of best waste management practices. • Assisting DWSS staff to prepare brochures, flyers, leaflets etc for IEC/IPC activities in villages. • Any other related activities as decided by the HoD, Department of Water Supply & Sanitation from time to time. 				