

## ADVERTISEMENT

The Director, Communication and Capacity Development Unit Cum Chief Engineer (PHE), Sanitation, Hengrabari, Guwahati-36 invites application for the following posts for upto 31<sup>st</sup> Dec'09 on contract basis ( may be extended).

1. Name of programme :- Communication and Capacity Development Unit (CCDU); Description of Post:- IEC consultant-CCDU/TSC; No. of Vacancy-1; Duty station – Guwahati; Area of work – All districts of Assam.

Background:- The PHED, Govt of Assam, is implementing TSC programme in Assam. For proper monitoring, technical support and speedy implementation of the programme, CCDU has been established in Assam. The IEC consultant will be primarily be responsible for developing IEC plan for the state, including developing the IEC materials, formulating implementation strategy and identifying partners for implementation.

**QUALIFICATION:-**i) Higher degree from accredited university in Engineering or Social Sciences ( Sociology, Geography or Economics). ii) At least ten to fifteen years of relevant experience in water/environment/communication/rural development related field. iii) Experience in Management and administrative functions at the state level and experience in fund management iv) Demonstrable knowledge of sanitation with respect to technical aspects of production of Sanitary toilets/institutional toilets and urban sanitation models, solid and liquid waste management, water quality surveillance. v) Adept at negotiation and advocacy with Govt. administrators, scientist and engineers. vi) Excellent communication skill in English and local language of the state vii) Fully computer literate in word processing, spreadsheet, database and e-mail software viii) Understanding the working procedures of the government and knowledge of functioning of PHED and PRI. vii) Proficiency in writing Progress Report and draft position papers.

### **Specific Task:-**

- Overall responsibility of developing IEC strategy ( IEC materials , Implementation Plan
- Management of CCDU funds with respect to appropriate staffing and activities
- Convergence with P& RDD, PHED and SSA at the State level; regular reporting to SWSC & SWSM
- Develop an IEC strategy for the state and guide districts to adapt to the state's plans and prototypes
- Develop training modules for different categories of training under TSC ( for all stake holders) in collaboration with SIRD and SIRD
- Guide Zonal co-ordinators and District Co-ordinators for developing and implementing the district level PIP for TSC
- Guide District Co-ordinators for regular on-line data 4entry for TSC
- Facilitate maintenance of accounts for TSC in the districts and ensure timely submission of U/C's
- Networking with SSA for construction of School Toilets and promotion of hygiene education in schools
- Networking with NHRMfor involvement of ASHA's for accelerated IEC for TSC
- Networking with WCD for developing a Plan of Action for implementation of WASH in Anganwadis
- Ensure the technical drawing and estimates for toilet construction is made available for school toilets and Anganwadi Toilets
- Liason with Rajiv Gandhi Drinking Water Mission on all matters related to TSC and NRDWM&SP

- Maintain regular contact with the State Review Panel for guidance in implementation of TSC
  - Liason with UNICEF and other agencies for support in the areas of sanitation and water supply
2. Name of programme :- Communication and Capacity Development Unit (CCDU); Description of Post:- HRD consultant-CCDU/TSC; No. of Vacancy-1; Duty station – Guwahati; Area of work – All districts of Assam.

**Background:-** The PHED, Govt of Assam, is implementing TSC programme in Assam. For proper monitoring, technical support and speedy implementation of the programme, CCDU has been established in Assam. The HRD consultant will be responsible for all capacity building activities pertaining to softwares and hardwares.

**QUALIFICATION:-**i) Higher degree from accredited university in Engineering or Social Sciences ( Sociology, Geography or Economics). ii) At least five years of relevant experience in water/environment/communication/rural development related field. iii) Experience in working with training institutions and conducting training programmes at the state, district and grassroot level iv) Demonstrable knowledge of developing training modules v) Adept at negotiation and advocacy with Govt. administrators, scientist and engineers. vi) Excellent communication skill in English and local language of the state. vii) Fully computer literate in word processing, spreadsheet, database and e-mail software viii) Understanding the working procedures of the government and knowledge of functioning of PHED and PRI. vii) Proficiency in writing Progress Report and draft position papers.

**Specific Task:-**

- Overall development of the HRD strategy in the state and facilitate districts to develop individual district level HRD Plans. Develop a training calendar for the state on both software issues
  - Networking with different training institutions including SIRD for training of stakeholders in the state and district level, NGO partners in social marketing of toilets, hygiene education and technical matters
  - Develop Training Modules for all categories and disseminate the same in districts
  - Conduct ToT's for Resource Groups at the district level training ; facilitate districts to develop district level training on both hardware and software
  - Conduct training need assessment on a quarterly basis and address the needs
  - Explore networking opportunities at the state and district level for utilizing different training institutions as partners in TSC
  - Address the needs of community and institutional ( Schools, Anganwadis and Health centres) sanitation by convergence with respective departments
3. Name of programme :- Communication and Capacity Development Unit (CCDU); Description of Post:- SSHE consultant CCDU/TSC; No. of Vacancy-1; Duty station – Guwahati; Area of work – All districts of Assam.

**Background:-** The PHED, Govt of Assam, is implementing TSC programme in Assam. For proper monitoring, technical support and speedy implementation of the programme, CCDU has been established in Assam. The SSHE consultant will be responsible for all capacity building activities pertaining to softwares and hardwares.

**QUALIFICATION:**-i) Higher degree from accredited university in Civil Engineering, Rural Development or Social Sciences ( Economics, Political Science or Geography ii) At least five years of relevant experience in water/environment/communication/rural development or the educational sector ( in curriculum Development, teacher's training etc.) iii) Good working knowledge of the education sector and experience in working with teachers , students and CRCC's etc iv) Experience in working with the community at a participatory mode and conducting mass campaigns on social issues v) Extremely proficient in developing Training and IEC modules in the development sector vi) Knowledge of Monitoring and Evaluation is highly desirable vii) Adept at negotiation and advocacy with Govt. administrators, scientist and engineers at the highest level. viii) Excellent communication skill in English and local language of the state. ix) Fully computer literate in word processing, spreadsheet, database and e-mail software x) Understanding the working procedures of the government and knowledge of functioning of PHED and PRI .xi) Proficiency in writing Progress Report and draft position papers.

**Specific Task:-**

- Development of database for SSHE in the state ( district wise ) and facilitate districts to prepare plan of action for district level SSHE implementation
- Networking of SSA for prompt completion of toilet blocks (separate unit for boys and girls) and water supply in schools
- Ensure appropriate networking with grassroots groups like SMC's for installation of WASH facilities in schools
- Develop modules for installation of School Toilet blocks, Operation and Maintenance of toilet blocks and ensure use of facilities by both teachers and students
- Networking with SSA for regular and systematic supervision and monitoring of schools in the context of installation and use of WASH facilities
- In collaboration with IEC and HRD consultants plan half yearly review of WASH in schools

**The last date of submission of application is 31<sup>st</sup> March 2008.**

**Sd/-**  
Director, CCDU  
Cum  
Chief Engineer (PHE), Sanitation  
Hengrabari, Guwahati-36.