

**Department of Social Welfare and Development  
KALAHI-CIDSS NCDDP**

**National Program Management Office**

**TERMS OF REFERENCE**

**Unit** : **ENGINEERING**

**Job Title** : **WATER SUPPLY ENGINEER**

**Status** : **SPECIALIST**

**Overall Scope of Work:**

Ascertain the technical, environmental and economic viability of rural waterworks system through appropriate design, quality and timely implementation of community sub-projects.

**Specific Responsibilities and Tasks:**

1. Gives technical advice to regional infrastructure engineers and municipal LGU engineers in the design preparation of rural water supply system, engineering plans, detailed cost estimates, programs of work, and other documents related for sub-project implementation.
2. Conducts review of sub-project plans, detailed estimates and program of works prepared by LGU engineers or community-contracted service providers to ensure that the proposals follow the Program's policies and the costs are within the established regional cost parameters.
3. Provide technical guidance to DAC and Municipal Engineers in the conduct of pre-construction conference and site validation attended by community representatives, LGU engineers and other sub-project co-implementers
4. Closely coordinate with the social development unit for the organizational development aspect to guarantee success on the sustainability of the investment.
5. Inspects all on-going sub-projects to identify problem areas and provide advice/guidance to the community and the project engineer for the resolution of the issue and its completion.
6. Reviews all technical requirements for the requests of fund release, claims of payment and periodic progress reports submitted by proponent communities
7. Reviews the sub-project environmental clearance and ascertain compliance to Environmental Management Plan (EMP) and spearhead in the conduct of safeguard audits, prepare analysis and recommendations based from the results.
8. Participates in the conduct of inspection of on-going sub-projects with community representatives, COA engineers, LGU engineers and other sub-project co-implementers especially during the final inspection. Ensure that project completion documents are complying with the project requirements especially on the quality control and the timely completion.
9. Keep track of any approved variation orders, prepare analysis and coaching sessions to minimize occurrence of variation orders.

10. Spearhead in the conducts ex-post fiduciary reviews and monitors the operation and maintenance of completed sub-projects
11. Participate in regional meetings, planning workshops to provide feedbacks and conduct timely, appropriate technical sessions along implementation of rural access.
12. Prepares monthly accomplishment reports and submits an assessment of implementation of all rural access sub-projects

**Description of Relationships:**

The Water Supply Engineer will report to the National Infrastructure Engineer in coordination with the Deputy National Infrastructure Engineer. For technical consultations, he/she shall coordinate with the central level engineering unit.

**Qualifications:**

1. Licensed civil engineer
2. With minimum 7 years experience in community driven development with main focus on implementing rural water works system projects.
3. At least 48 hours of relevant training

**Other desired qualifications and skills:**

1. With training in community development, water system design, construction supervision
2. At least 5 years experience in foreign-assisted rural infrastructure projects.

**Job Location:**

DSWD- KALAHI CIDSS National Program Management Office, with travel to project sites and regional offices.