



Alternative Energy Promotion Center
Renewable Energy For Rural Livelihood Program

Vacancy Announcement

Alternative Energy Promotion Center (AEPC) promotes Mini and Micro Hydro projects in Nepal. Promotion is mainly through subsidy support and technical assistance to the developer. Currently AEPC is promoting number of mini hydro project in various regions of the country. As a part of technical assistance to Phawa khola mini hydro cooperative limited a site engineer is required to be stationed at the project site.

On behalf of the mini hydro developers, AEPC/RERL invites applications for the following position:

Position: Project Site Engineer -1 (one)

Duty Station: Phawa khola mini hydro project, Fungling Municipality, Sikaicha, Taplejung

Selection process: Short listed candidates will be invited for interview.

Application process and Deadline

- Interested candidates may obtain and download the detailed ToR and is attached with this notice.
- Interested candidate must submit application along with updated CV and a covering letter to rerl@aepec.gov.np. The deadline of application **15 May 2018**

JOB DESCRIPTION

<i>Job Title</i>	<i>: Project Site Engineer</i>
<i>Duty Station</i>	<i>: Phawa Khola Mini Hydro project Site, Fungling Municipality, Taplejung District</i>
<i>Responsible to</i>	<i>: Executive Director of AEPC and Phawa Khola Mini Hydro Cooperative</i>
<i>Report to</i>	<i>: AEPC/SASEC/RERL, and Phawa Khola Mini Hydro Cooperative</i>
<i>Working Relationship</i>	<i>: Phawa Khola Mini Hydro Cooperative, Beneficiary households of the project, CESC/RERL/AEPC outreach bodies, and Contractors.</i>

Background

Alternative Energy Promotion Centre (AEPC) has received a grant from Asian Development Bank (ADB) to implement South Asian Sub regional Economic Cooperation (SASEC) Project. The executing agency for the project is the Ministry of Energy Water Resources and Irrigation while

the implementing agency is AEPC. SASEC through AEPC supports mini hydro developer with project subsidy, loan arrangements and technical support. Out of many across the country, Phawa khola is one of the mini hydro being supported by SASEC.

Under AEPC, UNDP-GEF-RERL Program has been under implementation, from 1st July, 2014, with main focus on enhancing rural livelihood. The objective of the program is to remove barriers to increased utilization of renewable energy resources in rural Nepal. In this context, RERL is providing technical assistance to Phawa khola mini hydro project.

Phawa khola mini hydropower project (PKMHP) is being implemented by Phawa khola mini hydropower cooperative. This project is located in Fungling municipality of Taplejung district. The project plans to provide off-grid electricity solutions to 2093 households and generate 500kW plant. The construction work is in advanced stage.

In these context, for quality and effective implement of the project construction supervision work need to conduct and seeks for the technical assistant (TA), Phawa khola mini hydro cooperative has requested AEPC for technical support to be provided in the form of a site engineer for implementation of the project. The site engineer will oversee construction of the project. This site engineer will be hired for the project under Technical Assistance from UNDP-GEF-RERL/AEPC.

Overall Purpose:

Implement systems procedures, design standard of AEPC and contract documents for quality assurance and contract management. Lend oversight/advices to the user committee/cooperative in implementing the project. S/he ensures that the PKMHP is recognized as an effective, efficient and transparent organization that can be trusted upon by its equity stakeholders.

Duties and Responsibilities

The duties and responsibilities of the incumbent include, but are not limited to, the following:

Relating to Phawa khola project

- Execute construction supervision work in effective and efficient manner in compliance with the specified standard within the stipulated time limit such that the project cost shall be minimized. Additionally, the site engineer shall advise the client in case of conflicts with the contractor.
- Monitor the project construction activities. Ensure that the quality of the materials/construction is as per the contract agreement. Ensure that the materials are as per the quantity and quality as agreed upon in the contract document.
- Ensure that the project is on schedule and look for options and corrective measures for completing the project on time.
- The site engineer shall be responsible to issue permit for the advancement of the construction activities. The contractor shall request for the approval from the site engineer prior to the commencement of the construction work. The approval shall be requested 24 hours ahead of the construction activities. Without permission from the site engineer, quantity and or billing of those activities shall not be recommended for payment.
- Support the cooperative/ user committee in raising equity. Conduct meetings and mobilize the community beneficiary households for their active participation in the project.

- Community level projects are prone to conflict. Conflict management is one of the main responsibilities of the incumbent.
- Ensure a smooth and cordial relation with the beneficiary households. Educate the community on AEPC subsidy policy, Rural Energy Technologies and its working mechanism.
- Prepare monthly Monthly/Quarterly/Annual reports on the project.

Relating to Other Stakeholders

- Keep close working relationship with officials of AEPC/SASEC, AEPC/RERL and its outreach bodies and provide information (written and oral) when requested.
- Keep close working relation with officials of Municipality and look for ways on how to involve the officials in the project.
- Keep close working relation with financial institutions who are the investors of the project.

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong oral and written communication skills
- Ability to lead effectively, mentoring as well as conflict resolution skills
- Proven networking, team-building, organizational and communication skills

Qualifications and Experience

- Bachelor's degree in civil engineering with at least 2 years of relevant experience in micro/mini hydropower /Renewable Energy or Master's Degree with 2 years of experience in micro/mini hydropower/Renewable Energy is preferable. Experience in bigger hydropower built by IPP will be an added advantage.
- Demonstrated relevant practical work experience in the field of community electrification and hydropower.
- Demonstrated computer skills in Microsoft Office Suite applications including Word, Excel, PowerPoint, and Outlook and CAD software.
- Demonstrated layout survey for structure using total station survey equipment and using level equipment.
- Strong written and oral presentation skills in English and Nepali are required.

Duration: renewable based on the employee's performance for a maximum period of 12 months and possibility of extension

Salary and Incentive: Negotiable