

Water fellowship

Job Title	Water fellowship
Reporting Manager	District Water conservation manager
Job Brief	Responsible for day to day liaising and public relations so as to facilitate operations at sites in a particular Taluka For the
Period	1st October 2018 to 31st August 2019
Fellowship fees	Rs. 20,000 per month (all inclusive)
Job Requirements	Education Qualification: Graduation Knowledge of Marathi Language is a must Job Experience: Others: Experience of working in social sector or government projects will have an added advantage
Responsibilities	<ol style="list-style-type: none">1. Planning and preparation<ol style="list-style-type: none">a. Facilitating the Taluka Committee to create a machine deployment plan and work schedule for the sites within the Taluka.b. Working with the Taluka Committee to come-up with a detailed work plan for the structures identified in the Taluka.c. Ensuring and securing the necessary approvals for these project sites.d. Liaising with the Taluka Committee to update the list of potential project structures as and when approvals for additional structures come through.e. Liaising with Structure Owners/Departments for approval of Structure Completion Report and site visits with support from Taluka Committee.f. Facilitating the Taluka Committee to create a machine deployment plan for the sites within the Taluka; TCC will coordinate with TCM to ensure that site mobilization and demobilization is as per plang. Undertaking a site survey, 15 days prior to machine deployment to<ol style="list-style-type: none">i. Assess site readiness (wet/dry status), and to identify access routes, machine movement logistics, excavation perimeters and ensuring the installation of safety signageii. Establish a plan for deploying machines at the siteiii. Escalate any red flags (accessibility, structure related etc) to the Taluka Committee for resolutionh. Identifying a Field Facilitator during the one week survey period, and training the Field Facilitator for site supervision2. Training<ol style="list-style-type: none">a. Orienting machine owner, machine operator, site facilitator and field coordinator on<ol style="list-style-type: none">i. Basic site excavation guidelinesii. HSE guidelinesiii. Various formats, checklists and registers.iv. Use of mobile application.

3. Machine Management:

Operations:

- a. Supervising machine mobilization, deployment and demobilization as per work schedule prepared by Taluka Committee and District Office,
- b. Ensuring compliance with access ways and excavation perimeters outlined by Taluka Committee
- c. Supervising machine movement within the site
- d. Managing and coordinating diesel requisition and deliveries
 - i. Conveying on-site diesel requirement to enlisted petrol pump owner on a timely basis
 - ii. Coordinating with them for timely on-site delivery
- e. Idle Machine Management:
 - i. Tracking GPS Tracker for machine status and immediately addressing/flagging inactive (idle for >1 hr) machines
- f. Supervising overall site operations
- g. Visit two sites every day

Administration

- a. Keep track of machine operator attendance at site including managing absenteeism, sanctioning leaves, monitoring entry and exit times, break time etc
- b. Managing replacement machine operator in case leave is granted and machine provider cannot arrange immediate replacement

4. Monitoring of site operation

- a. Complying with the site's excavation guidelines, especially maintaining the determined excavation perimeter.
 - b. Ensuring required number of machines are functional and operational
 - c. Ensuring the site complies with all Health & Safety and regulatory requirements
 - d. On a daily basis, validate the entries made in the machine register including- machine operating hours (reconciliation with GPS tracker), Diesel receipt (reconciliation against fuel receipts), Operator working hours (reconciliation with machine working hours) etc; No of Tractor/tipper trips and Sign off on the previous day's entries in the register.
 - e. On daily basis verifying the records of Site facilitators relating to Beneficiaries details.
 - f. Immediately address/escalate, to district manager . if
 - i. diesel receipts and readings do not reconcile
 - ii. operator/machine working hours do not match data on GPS tracker
 - g. Ensure that machine register is updated during demobilization and mobilization at the new site
 - h. Using the BJS mobile app for furnishing daily progress update and other site related information
 - i. Escalate any app usage related issues to the Taluka Coordinator
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- j. Attend any app/technology related trainings as mandated by BJS
 - k. Report site data to district office (MIS Officer) on a daily basis, in the prescribed format

5. Coordination and Communication

- a. Regularly interacting with the Taluka Committee and its members (Tehsildar, Block Development Officer, and Taluka Agriculture Officer and all stake holders keeping them updated about on-site developments, facilitating government officials visits to structure sites.
- b. Ensuring that the weekly Taluka Committee meetings take place and are productive
- c. Attending weekly Taluka Committee meetings, updating the members about project progress and ongoing work and ensure minutes of the meeting is maintained.
- d. Attending the district level collector meeting at least once a month (1st week of the month) along with Taluka Committee representatives
- e. Facilitating structure owners and other official's visits to the site.
- f. Updating Taluka BJS office bearers on work progress on a weekly basis, highlighting any issues that need addressing
- g. Identifying potential case studies and share details with the District Office
- h. Keeping track of media mentions of Sujalam Suphalam in local media and share the same with the District Office and HO team on a periodic basis.
- i. Facilitating the organization and execution of the site inauguration event

6. Others:

- a. Undertake any community/media interaction only post approval from BJS and as per guidelines issued by BJS
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District Water Conservation coordinator

Job Title	District Water conservation coordinator
Department	Program Management
Job brief	Responsible for overall planning, operations and Government liaising for a complete district
Professional fees	Rs. 45,000 per month (all inclusive)
Period	1st October 2018 to 31st August 2019
Job Requirements	Education Qualification: M. A in Social Work/Sociology/Rural Management/Development Studies/Management. Job Experience: Minimum 3 years of working experience in Social /Development sector either in NGO or Govt. run Program.

Responsibilities

Project Planning

1. Setting up of district office

- a. Identification Office location in coordination with Dist. BJS office Bearer.
- b. Signing of lease and setting up of district office
- c. Coordinate with HO for Procurement of Office Vehicle and to be used for the purpose of project related travel.
- d. Coordinating with HR (HO/District) for Staff recruitment and induction
 - i. TC
 - ii. MIS executive
 - iii. Supervisor
 - iv. HR-Admin -Accountant
 - v. Driver
 - vi. Office assistant

2. Coordination with District Administration

- a. Liaising and building relationships with key stakeholders in the district administration
 - i. Key departments
 - ii. Key personnel (District Collector , Nodal Officer and Key structure owners)
 - iii. Executive stakeholders- MPs, MLAs, ZP Members & other Political stakeholders
 - iv. Key Media personnel
- b. Creation of a WhatsApp group with key stakeholders for information dissemination purposes

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- c. Supporting HO in collating a comprehensive list of structures to be rehabilitated as a part of Sujalam Sufalam, coordinating with District Authorities (Tehsildar, Development Officer and Agricultural Officer District nodal Officer) to secure the same; Developing an understanding of the scope of work in the district.
 - d. Understanding technical and administrative approval processes for various departments
 - e. Institutionalizing Taluka Committees in every Taluka
 - f. Finalizing list of priority structures in each Taluka; To be undertaken in consultation with district administration and respective taluka committees, with support from BJS office bearers, if required
 - g. Agreeing on a diesel delivery mechanism with the collector office

3. Coordination with BJS Office Bearers

- a. Coordinating with BJS office bearers at the District and Taluka level, as required, and keeping them abreast of project concept and progress
- b. Creating database and WhatsApp groups of all the district and taluka level office bearers.

4. Site visits to priority structures

- a. Visit all priority structures across various Talukas within the district; For each structure
 - i. Meet all taluka committee members
 - ii. Meet officials of key structure owner departments
 - iii. Meet all BJS office bearers
 - iv. Interact with farmers and village stakeholders

5. Project Inauguration

- a. Plan project inauguration in consultation with HO and District BJS office bearers.
- b. Ensure project inauguration event is executed smoothly

6. Others

- a. Interact with stakeholders such as local media, NGOs, social workers, key influencers, volunteers, college students to share project concept and key objectives
 - b. Supporting district MIS officer in creation of various databases
 - c. Identify machine providers, within the district and from adjoining districts, with support from BJS office bearers
 - d. Support HO in vetting of machine providers and ensuring they meet the selection criteria as defined by HO
 - e. Sign MOU with Machine Owners based on approved MOU and contract clauses.
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Project Implementation

7. Site level planning and approvals

- a. Coordinating with Structure Owners. to obtain Dept. wise approvals for new and ongoing sites as and when required.
- b. Conducting monthly planning & review meeting with project staff for effective implementation at Taluka level.
- c. Participate along with BJS office Bearer in District Level Govt. Weekly planning & review meeting and any other meetings conducted at district level to present the progress, issues and challenges if any, before the forum. Advance preparations with specific issues must be ready before attending Hon. Collector office meeting. Also communicate to the BJS Office Bearers before 2 hours of the meeting time by handing over hard copies of the related issues & work progress report.
- d. Support Supervisor to prepare weekly Field visit plan considering various priorities and issues.

8. Use of Mobile application

- a. District Manager must be well versed with mobile app and its use
 - b. Ensure that all project staff are trained on mobile application usage
 - c. District Manager demonstrate the mobile application to BJS office bearer
 - d. Showcasing of mobile application to all government officials and sharing the dashboard with them.
 - e. In-case of any issues related to use of mobile app escalating it to HO MIS.
 - f. Ensure supervisor, all taluka staffs and machine operators are regularly using mobile app for furnishing information.
9. Ensure District MIS is maintained, all necessary information related project (primary & secondary) with reference to socioeconomic condition, topography, Climatic condition, Water issues of the district in a prescribed format.
 10. Ensure MIS is maintained as per the set compliance system, in case of data noncompliance take corrective action immediately.
 11. Maintaining Hard and soft copies of the information related to Project with reference to Govt. approval, Diesel records and Project updates, daily formats and any other relevant information's in proper order
 12. Monitoring Daily progress of the project in terms of Machine hours, Silt excavation, Diesel consumption through due verification of process (comparing manual information with tracker information).
 13. Verifying (Both manual & tracker info.) and compiling the weekly progress information (Taluka wise and Department wise structure details with work status, silt, Machine hours) to be shared with District Collector and Other
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Dist. Level officials.

14. Verifying information of Diesel with the help of manual and tracker information and identify the reasons of discrepancies.
15. Operate Diesel Alert Group on What App with all TC, Dist & Taluka Committee, Structure owners.
16. Ensure that supervisor follow the basic guideline, checklist during site visit.
17. Review the Supervisors site visit reports on weekly basis and take necessary action immediately.
18. Ensure TC attends Taluka level weekly meetings and MOM is shared with District Office
19. Many a times district Manager comes across issues that needs to be addressed by the Govt. not by BJS. In this scenario, District Manager needs to be proactively escalating the issues to the appropriate government authority at Taluka and District level as and when necessary.
20. Ensure all project staff both at field and Office are well versed with Mobile application and use it to its optimum for furnishing information on regular basis.
21. Closely work with Technology team of HO to address the issues of the Mobile Application users.
22. Supporting TCs and Supervisors in troubleshooting site level and operator related problems with the support of dist and Taluka level BJS office bearer and Govt. officials.
23. Spend Minimum of 5 days in field visits to monitor, troubleshoot and coordinate with stakeholders (Taluka Committee, Structure owner representative, BJS Office bearer and farmers) in Operational sites.
24. Ensure that staffs are inducted on knowledge and skills of basics of photography and video documentation.
25. Coordinate visit of Researchers, Donors, Government official and prominent key person in the field.
26. Be active in Project related WhatsApp group and share project relevant information's in the district WhatsApp groups.
27. Be vigilant to capture the pertinent information, Issues and Best practices posted in the group for further action.

Reporting and Studies

28. Share daily progress report with Dist. Nodal officer, HO and Dist. BJS office Bearer on daily basis.
 29. Submitting the weekly Progress report to District Collector/Nodal Officer and any other officials in the predetermined prescribed format.
 30. Prepare Monthly Diesel utilization and Structure wise progress report and reconcile the same with concerned Structure Owner Department on monthly basis.
 31. Share Project related information in a prescribed reporting template to
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- HO for Preparing Quarterly /Half yearly/Yearly Project Progress report
32. Represent Sujalam Suphalam project along with BJS office bearer at all desired forums at District level.
 33. Facilitate designated agency to obtain all necessary information from Govt. Departments. /community / Farmers /other stakeholders to conduct Baseline, midline, Endo ne or any relevant study of the project.
 34. Ensure pre and post photographs of structures are captured and submitted to HO on regular basis.

Media Relations

35. Adhere to the guidelines of Media and Communications as shared by the HO.
36. Developing a healthy relationship with local Media.
37. Release press note in consultation with BJS office bearer as and when required
38. Organize site visits of journalists as and when required
39. Creating a database of the Journalist for both print and electronic media.
40. To maintain newspaper cutting files, and share the same with HO
41. Create broadcast WhatsApp group of Senior media representatives for frequent updates and releasing of press note.

Finance

42. Preparation of comprehensive project budget
 43. Compliance to the HO finance guidelines.
 44. Submitting Monthly Fund requisition to HO as per the Budget Line items.
 45. Judicious use of financial resources on expenses
 46. Ensure tracking of budget line items on monthly and quarterly basis. Prepare variance report in coordination with HO finance.
 47. Ensure that expense settlement is done within 15 days from the date of advance.
 48. Formation of District level purchase committee for the procurement process.
 49. Act as Custodian of Office Assets and stocks.
 50. Verification and Release of Machine Hiring charges as per the process mentioned below:
 - i. Verification and finalization of Monthly Machine wise working hours in consultation with - concerned TC, dist. MIS, Supervisor, HO MIS with the help of manual and Tracker information.
 - ii. Sharing the verified data with Machine owner to raise invoices accordingly.
 - iii. Submission of monthly machine wise invoices to HO - Account for due approval and release of payment.
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Human Resource

51. Ensure the maintenance of Staff Daily Attendance and leave record.
52. Approving the staff leave.
53. Setting KRA of staff's and conducting periodic review
54. Recognition to the outstanding performers.
55. Submission of Monthly leave and attendance record to HO by 26th of every month.
56. Coordinate with HO Team for various thematic training and capacity building of the staff.
57. Induct the team on the Organization policies as laid down by the HO and ensure that the same is being complied to below mentioned policies of the organization:
58. Harassment
59. Account
60. Procurement
61. Leave
62. Performance Management
63. grievances-redressal

Social Media Management

64. sharing relevant project related information with Content development team of HO
65. Tagging key prominent personalities on social media platforms.
66. Identification of success stories and sharing the same with media team.
67. Capture the testimonials of deŷefiŷiarLI's/goverŷweŷt offiŷial's/peoples representatives and sharing the same with media team.

Stage 3 – Project post Implementation

68. Organizing district level felicitation ceremony to felicitate government officials, taluka committee, BJS office bearer, institutions/organizations and volunteers.
69. Submission of consolidated structure wise work completion report to the district officials.
70. Preparing project completion report in consultation with Research and documentation report.
71. Ensure all pending bills of machine owners, vendors, project staff are settled.
72. Preparing and submitting a plan for possible reuse of office assets
73. Indexing, compiling and submitting all project files to HO
74. Obtaining Clearances certificate from all vendors and machine owners and submitting same to HO finance.
75. Close all rental agreements with one month prior notice.
76. Organizing lesson learnt and knowledge sharing workshop with all relevant stakeholders.