



JOB DESCRIPTION

Functional Title	:	Shelter and WASH Specialist
Responsibility Level	:	Specialist
Department	:	Program Development and Delivery- Emergency Response
Workstation	:	Dhading, Nepal (with frequent travel to flood-affected Municipalities and displacement sites)
No. of positions	:	1
Supervisor/Principal	:	District Response Manager

BACKGROUND

The Bhotekoshi flash floods caused significant damage and displacement across affected areas of Rasuwa, Nuwakot, Dhading, Gorkha Tanahu and Chitwan disrupting shelter, livelihoods and access to essential services and increasing protection, gender and inclusion risks for affected communities. As households transition from immediate humanitarian assistance towards recovery, there is a need for inclusive, gender-responsive and safeguarding-focused support that addresses the differentiated needs and vulnerabilities of women, girls, persons with disabilities, older people and other marginalized groups.

JOB SUMMARY

The Shelter and WASH Specialist will provide technical leadership for emergency shelter, housing recovery, and WASH interventions in flood-affected communities under the Flood Response Programme. The position will ensure the delivery of safe, dignified, inclusive, and climate-resilient shelter and WASH solutions for affected households, displaced populations, and host communities. The Specialist will work closely with local governments, sectoral clusters, humanitarian partners, contractors, and communities to ensure quality implementation in line with Sphere standards, national guidelines, and donor requirements. The employee shall fully comply with CARE policies and procedures and should be accountable for it.

KEY RESPONSIBILITIES AND TASKS:

R1. Shelter Response and Housing Recovery

- Lead rapid shelter and settlement assessments in flood-affected areas.
- Identify shelter needs, damage levels, displacement patterns, and reconstruction requirements.
- Develop and implement emergency shelter response plans, including temporary shelter, transitional shelter, and housing recovery support.
- Design context-appropriate shelter solutions considering local geography, climate, culture, and affordability.
- Ensure housing recovery and reconstruction designs comply with the Nepal National Building Code and relevant government policies, and that emergency/transitional shelter follows Sphere standards and relevant national emergency shelter guidelines.
- Supervise construction, installation, and distribution of shelter materials and non-food items (NFIs).
- Provide technical support to communities, local artisans, and contractors on safer construction practices.

- Support preparation of Bills of Quantity (BoQ), cost estimates, and budgets for shelter and WASH works, and monitor expenditure against budget.
- Promote Build Back Safer principles and climate-resilient housing approaches.
- Support beneficiary selection, targeting, and verification processes for shelter assistance.

R2. WASH Infrastructure and Services

- Conduct emergency WASH assessments and identify critical water, sanitation, and hygiene needs.
- Ensure adequate access to safe water, sanitation facilities, and hygiene services in affected communities and displacement sites.
- Design and supervise the construction of emergency and transitional WASH facilities, including emergency latrines, handwashing stations, bathing facilities, water storage systems, solid waste disposal systems, and drainage improvement works.
- Establish gender-segregated and disability-inclusive sanitation and bathing spaces.
- Monitor water quality and support emergency water treatment interventions.
- Ensure regular operation and maintenance of WASH facilities.

R3. Management of Temporary Shelters and Displacement Sites

- Support planning and management of holding centres, temporary shelters, and displacement locations.
- Ensure minimum standards for shelter spacing, drainage, water supply, sanitation, lighting, and safety.
- Coordinate site planning activities to reduce protection and public health risks.
- Establish community management committees for site-level operation and maintenance.
- Establish solid waste management measures within temporary settlements and affected communities.

R4. Community Engagement and Hygiene Promotion

- Organize community awareness programs on hygiene, sanitation, disease prevention, and environmental health.
- Train community volunteers and local committees on shelter maintenance and WASH practices.
- Support distribution and utilization of hygiene kits, shelter kits, and household items.
- Promote community ownership of shelter and WASH infrastructure.

R5. Community Cleanliness and Environmental Management

- Support debris clearance and environmental sanitation activities in collaboration with local authorities.
- Establish solid waste management measures within temporary settlements and affected communities.
- Promote environmentally sustainable construction practices and proper waste disposal.

R6. Protection, Gender, and Safeguarding

- Ensure shelter and WASH interventions are gender-responsive, inclusive, and protection-sensitive.
- Incorporate privacy, safety, dignity, and accessibility considerations into all facility designs.
- Consult women, elderly persons, persons with disabilities, and marginalized groups during planning and implementation.
- Ensure compliance with safeguarding, child protection, and prevention of sexual exploitation and abuse (PSEA) standards.

R7. Coordination and Representation

- Represent the organization in Shelter and WASH Cluster meetings and local coordination forums.
- Coordinate closely with municipalities, DDMCs, provincial authorities, DUDBC, WASH Coordination Committees, and humanitarian stakeholders.
- Establish strong collaboration with local partners and community-based organizations.
- Facilitate joint assessments and integrated response planning with relevant sectors.

R8. Monitoring, Reporting, Documentation and Information Management

- Apply CARE's standard monitoring, quality assurance, and MEAL tools for shelter and WASH activities, working in close coordination with the MEL/MEAL focal person rather than developing parallel tools.
- Conduct regular field monitoring and technical inspections.
- Prepare technical reports, situation reports, donor reports, and case studies using CARE's standard reporting formats and templates.
- Maintain accurate beneficiary, construction, and distribution records in CARE's designated systems and registers.
- Ensure data collection using CARE's designated mobile data collection tools (e.g. Kobo/ODK), ensuring data quality, protection of personal data, and timely entry into CARE's programme information systems, in coordination with the MEL focal person.
- Document lessons learned, challenges, innovations, and best practices.

R9. Upholding CARE's Core values and ensuring its principles.

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, women and girls' equality, and impact in programming and behaviors.
- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsive to women and girls' specific needs in all actions and decisions.
- Demonstrate positive behaviors following the CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles.

PERSON SPECIFICATION REQUIREMENTS:**EDUCATION**

- Bachelor's degree in civil engineering, Environmental Engineering, Water Resources Engineering, or a related field.
- Master's degree in a relevant discipline will be an added advantage.

EXPERIENCE

- Minimum 5 years of professional experience in Shelter, Housing Recovery, WASH, or Disaster Risk Management programs.
- At least 3 years of experience in humanitarian emergency response and recovery programmes.
- Demonstrated experience in construction supervision and management of emergency shelter projects.



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- Proven experience in WASH facility design and implementation.
- Experience working with local governments, communities, contractors, and humanitarian coordination mechanisms.

TECHNICAL COMPETENCIES

- Strong knowledge of Sphere Standards and humanitarian principles.
- Knowledge of Nepal National Building Code and housing reconstruction practices.
- Experience in shelter and WASH infrastructure design, BoQ preparation, cost estimation, and quality control.
- Knowledge of water supply, sanitation systems, drainage, and environmental health.
- Ability to design inclusive and accessible infrastructure.
- Proficiency in AutoCAD, GIS, MS Office, and mobile data collection platforms is desirable.

CORE COMPETENCIES

- Technical leadership and decision-making.
- Strong coordination and stakeholder engagement skills.
- Report writing and documentation.
- Community facilitation and capacity building.
- Problem-solving under emergency conditions.
- Commitment to gender equality, safeguarding, and humanitarian values.

Disclaimer/Note

The responsibilities and requirements outlined in this Job Description are subject to change and may be revised as necessary to reflect evolving organizational priorities, operational requirements, and the needs of the position.

Approved by: _____

Date: _____

Agreed by: _____

Date: _____