Date: 12/12/2019

To

HR Manager

NEWAH

Subject: Applying for the JOB TITLE **“DEPUTY DIRECTOR”**

Dear Sir/Madam

With reference to your vacancy announcement on the webpage, I am applying for the position “**DEPUTY DIRECTOR** ".

I have a master's degree in interdisciplinary water resources management and online e-Learning course as well as 3 weeks technical traineeship in Turin Italy with merit in Waste Water Treatment and management of Urban Solid waste. My professional experience of working in Rural areas, participatory planning/working interdisciplinary water resources management and professional experience in development projects more than 13 years at community level, working with local elected bodies (DDC, VDC) and other field level partners (NGOs, line agencies etc.) , bilateral projects and UNDP/UNCDF projects increased confidence to work at any situation . I have working experience to take leadership role for the project in planning, implementation and monitoring of WASH program. I had an excellent practical experience to coordinate with district and national level stakeholders to raise profile of WASH program. I have a practical experience and knowledge in working with vulnerable people and provided management and technical guidance to NGO partner to implement appropriate and quality WASH programme activities with long sustainability assured.

Madam/Sir currently, I am working as a freelancer. I had worked in Rural Water Supply & Sanitation Project-WN II, funded by Government of Finland and Government of Nepal, as a **District WASH Adviser** of project support unit, Pokhara, to support all project implemented districts, before this I had worked in Tanahun, Nawalparasi, Rupandehi and Kapilvastu district in same position. During the working period of district WASH Advisor I was assigned to the more than one district WASH advisor also as an additional responsibility which I did successfully. My main duties are support the local government in planning, coordinating and funding of the WASH sector activities in the district as well as support in training and capacity building of public officials and communities. I had worked in Darchula District as a **Water Resource Officer** in the District Development Committee: Rural Village Water Resources Management Project- Phase II, funded by Government of Finland and Government of Nepal. My responsibilities have included supporting the DDC and DTO of Darchula in the technical aspects for gravity water supply, sanitation and *renewable energy schemes* in the project working local levels; provide technical support for planning , monitoring and to develop further appropriate rural technologies and systems; coordinate and monitor for technical trainings; monitor to ensure technical qualities of the schemes; support to develop water safety plans and related trainings and monitor for implementation of water safety plans in schemes of the project.

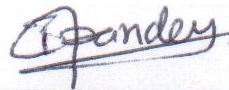
Before joining the RVWRMP II as a Water Resource Officer I worked in two districts Rolpa and Doti as an **Energy development officer** in the District Development Committee: District Energy and Environment Section, funded by UNDP, World Bank and Government of Nepal. My duty is planning and management of rural energy system, coordination with District Development Committee and other line agencies to promote rural energy technologies and provide technical support.

I had also worked in Baitadi district as a **Field Officer** in the District Development Committee, Decentralized Financing and Development Programme (DFDP) funded by UNCDF/DFID Since March 2004 to July 2008.In between I had also worked for a short period in Jumla District. I have good experience in field of development to co-ordinate concern authorities & community. My duty is to coordinate with District Development Committee and provide technical support to design and implement infrastructure projects (Water and Environmental sanitation, School building, Sub-health post, Community building, Irrigation scheme, rural road etc.) at district.

I had also been involved in the training programmes to enhance the capacity of staff and functional groups in the field level. I have good experience in community facilitation, mobilization, groups, organization and capacity building.

I have good communication and report writing skills both English and in Nepali. I have an excellent communication, presentation and facilitation skills, team work skills, can work independently and take initiatives. Also I am creative and flexible and working under difficult field conditions. My working experience and/or area demonstrated my ability to work with community and in multi-cultural team as well as willingness to work in difficult field conditions. Also I have good computer in operating skills in all MS Office packages, including Word, Excel, Power Point as well and internet and email, basic in GIS and Auto Cad, Management Information System (MIS), Design software (Micro hydro, Water Supply, irrigation, Ferro cement lined Tank, Plastic Water harvest Pond, Recharge pond) KoBo & mWATER Apps, NWASH System Operation.

I hope these above mentioned my key qualification and summary of key experience will support me to be selected for the applied post **DEPUTY DIRECTOR**.



Applicant

Bashu Dev Pandey

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