

Scope of Work – Field Supervisor

- Supervision of the door to door collection staff and driver, maintaining record of attendance and work hours.
- Creating awareness on Solid Waste Management for HH's & commercials & Maintaining waste collection records.
- Maintaining segregation record (how many houses gave segregated waste, how many gave mixed waste).
- Generating weekly and monthly reports on their specific work areas.
- Work in close coordination with the Project Coordinator
- Constantly reinforce the concept of segregation and ensuring that waste gets effectively segregated at the household level. Giving feedback to households who are mixing waste.
- Trains collection staff on sorting, assist in sorting and sale of recyclables
- Organise despatch of Dry Waste to sorting unit and Cement factories and maintaining record of the same. Organize sale of recyclable dry waste to scrap dealers in the nearest city and maintain records.
- Maintain inventory and stock of waste collection bags, PPE (Personal Protection Equipment), any other material related to the project.
- Ensuring storage sheds are well maintained and the Standard Operating Procedures are followed.
- Monitor the waste collection; vehicle routing and utilisation; timely collection and regularity.
- Identify areas where Segregation level is poor and plan awareness activities
- Assist in composting, monitoring on-site composting site and train staff.

Working Conditions

- Field Supervisor typically spend 20% time in an office environment and 80% on the field. There is extensive travel between villages and driving and owning a two wheeler is critical.
- There could be some out station travel component depending on the project profile.
- Field Supervisor work 6 days a week but may be required to work some evenings and weekends to monitor project activities.

Locations

We are looking for the below mentioned number of supervisors in:

1. Ballari - 3
2. Mangalore - 3
3. Ramanagara - 4
4. Udupi - 4

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Qualifications

PUC (equivalent of class XII)

Experience

Preferably 2 years of field experience in development sector

Knowledge, Skills and Abilities

- Should be interested in field work in social sector.
- Should have good people skills, should have the ability to convince people without getting into confrontation.
- Good communication skills, public speaking skills in local language.
- Comfortable in using computer/phones/tablet for data entry.
- Comfortable in written and spoken Kannada language, fluency in spoken English will be preferred.

Personal Characteristics

- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Please mail your resume to hr@saahas.org with subject line as, "Application for Field Supervisor - (Location)" (Location as Ballari or Mangalore or Ramanagara or Udupi, based on the location you are applying for)

Saahas

#21, Ground Floor, MCHS Colony, 5th C Cross, 16th Main, BTM Layout 2nd Stage, Bangalore - 560076
080 – 41689889; www.saahas.org