

DANIDA

Kwaluseni Pilot Project Annexure 9 Job Description for staff in the Kwaluseni Waste Management System

28 March 2003

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JOB DESCRIPTIONS

Title of Job:

PROJECT SUPERVISOR

Purpose of Job:

The Project Supervisor will lead and be the driving force behind the establishment; operation and ongoing development of the waste collection system in Kwaluseni. He will ensure that the system and the Society is accountable to the Board of the KSWs and the Community at large. He will ensure that the KSWs will comply with the relevant applicable legislation guiding waste management for Kwaluseni.

Responsible to: Board of Kwaluseni Solid Waste Society (KSWs)

Key Relations:

- Board of KSWs
- Treasurer
- Waste Collection Contractors
- Contractor undertaking hauling of waste
- Contractor receiving payments for waste services
- Rural Health Motivators
- Community
- Inner Council of Inkhundla
- Swaziland Environmental Authority (SEA)

Main duties and related tasks:

1. Supervision

- Supervising the Haulage Contractor according to plans
- Supervising Community Waste Collectors according to plans
- Together with the Treasurer, supervising the contractor responsible for the receipt of payments
- Supervising and Guiding the community (participating members and tenants) on waste management
- Scheduling and Organising Board Meetings
- Agenda for Board Meetings
- Perform inspection and control of waste collection system as agreed.
- Drafting a policy for the KSWs on theft and vandalism

2. Planning and Scheduling

- Preparing the Waste Management Plan in accordance with the guidelines issued by the SEA
- Scheduling work for Community Waste Collectors
- Agreement on the scheduling of waste haulage by the Haulage Contractor
- Prepare and maintain a full inventory of equipment owned by the KSWs
- Prepare inspection and monitoring schedules
- Preparing expansions plans and supporting time tables for the extension of the waste collection system into other zones/areas of Kwaluseni

3. Implementation and Operations

- Authorise payment of waste collectors, haulage contractor and post office
- Monitor the performance of waste collectors and haulage contractor
- Monitor and Inspect the provided equipment (drums, carts and bunkers) to ensure that these are in good order relative to agreements entered into with the beneficiaries of the system.
 1. Attend to any irregularities recorded
 2. Design and Implement a maintenance plan for all equipment and infrastructure
 3. Attend to community complaints
 4. Attend to contractor complaints
 5. Review and amend the voluntary plastic bag system if necessary

4. Finances and Budgeting

- Assist the Treasurer in the preparation of annual budget
- Assist the Treasurer in the preparing proposals for the expansion of the system.

5. Training and Awareness

- Inform and assist Rural Health Motivators in the implementation of their community awareness and community education programmes on waste management
- Liaise with the DPM's Office, SEA and the MHUD in order obtain assistance in terms of technical support, tools for waste system operation and management and training and awareness programmes.
- Encourage landowners to become fully paid up members of the KSWs

6. Reporting

- Prepare reports for KSWAS Board Meetings using agreed formats and schedules
- If necessary, report back to the community at Community Meetings and other gatherings arranged in Kwaluseni
- Report to the Inner Council as and when required.
- Assist the Treasurer in the preparation of financial statements, if necessary.

Title of Job**PUBLIC RELATIONS,
FINANCE & ADMINISTRATION CLERK****Purpose of Job:**

The Public Relations, Finance & Administration Clerk will oversee all financial and contractual aspects of the KSWS. He will monitor income and expenditures for the Society and prepare financial statements in accordance with the requirements of the Board of KSWS. In co-operation with the Project Supervisor, the Public Relations & Administration Clerk will prepare the waste management plan, annual budget, proposals for budget amendments and plans for the expansion of the waste collection system into other areas of Kwaluseni.

The incumbent will also receive and record all complaints related to the service provided by the KSWS. The incumbent will inform the Project Supervisor of the nature of the complaints.

Responsible to:

The Board of Kwaluseni Solid Waste Society (KSWS) on all financial and public relations' matters and the Project Supervisor for daily operations

Key Relations:

- Board of KSWS
- Project Manager
- Waste Collectors
- Contractor undertaking hauling of waste
- Contractor (Post Office) receiving payments for waste services
- Rural Health Motivators
- Community
- Inner Council of Inkhundla

Main duties and related tasks:**1. Management**

- Ensure that landowners that have paid their deposits to the KSWS are refunded and that only members in areas covered by the service are registered
- Propose the new entry membership.

- Encourage landowners to become members of the KSWs so that the Society will become financially sustainable (80 % membership and subsequent payments required)
- Assist in the finalisation of the new constitution for the KSWs
- Ensure that the KSWs complies with legislation controlling co-operatives, environmental matters and community ownership of the waste collection system.
- Assist the Project Supervisor in ensuring that KSWs meets waste management legislation.
- Drafting and revising contracts with waste collectors, haulage contractor and payment receiver (e.g. Post Office).
- Drafting a policy for the KSWs on theft and vandalism
- Assist in the preparation of report for and attend the KSWs Board Meetings.

2. Planning and Scheduling

- Support the Project Supervisor in the preparation of a Waste Management Plan in accordance with the guidelines issued by the SEA
- Support the Project Supervisor in the preparation of the annual budget for the KSWs.
- Propose a meeting schedule for the Board of the KSWs
- Propose a communication structure and mechanism (e.g. community meetings and others) whereby the Society has a direct dialogue with the Kwaluseni Community
- Assist the Project Supervisor in the preparation of expansions plans and supporting time tables for the extension of the waste collection system into other Zones/areas of Kwaluseni
- Assist in the registration of the KSWs as a co-operative with the necessary provision that the KSWs fulfils its mandate as a community based and owned waste collection system

2. Income and Expenditure

- Devise an accountable operating procedure for the receipt of funds by the payment office (Post Office) and for the on-wards deposit of funds into the KSWs account.
- Design a billing system to be used to recover fees from members
- Monitor outstanding payments from members
- Propose actions to be taken when members do not pay their service fees on time or at all.
- Take action in accordance with the Board approved guidelines related to outstanding payments by members

- Devise an accountable operating procedure for the release of funds from the KSWs account.
- Monitor that the fees charged for waste collection to ensure that these are adequate to recover costs. Use the model developed under the DANCED project for this purpose and report back on this issue at every Board Meeting.
- Propose higher service fees if required so that the system recovers its cost.
- Monitor the deposits of service fees paid into the KSWs account
- Preparation of monthly and quarterly accounts as required.
- Monitor cash flow for the KSWs and report in good time
- Securing timely payment of bills
- Agree with the Board of KSWs on keeping a Petty Cash Account for small purchases
- Agree with the Board of KSWs on the reimbursement of payments made in the course of normal business by the Project Supervisor and the Treasurer.
- Bank reconciliation
- Keep detailed and updated books for auditing income and expenditure
- Assist external auditors in the auditing of books.
- Initiate fund raising that will support the expansion of waste collection into other Areas.

4. Implementation and Operations

- Prepare policy and systems on how to bill members
- Assist in the negotiation of contracts with the Collectors, the Payment Contractor (Post Office) and the Haulage Contractor.
- Updating contracts
- Assure that steps are taken to secure new contracts in good time before expiry of old ones
- Based on experience, review the contract formats applied
- Look into the tendering of services.
- Ensure that employment contracts comply with national legislation
- Ensure that contractor contracts (collectors, haulier, post office) comply with national legislation and best practice

5. Training and Awareness

- Assist the Rural Health Motivators in the implementation of their community awareness and community education programmes on waste management. This assistance is mainly

foreseen to relate to discussion on how the price for waste collection services has been arrived at.

- Liaise with the DPM's Office, SEA and the MHUD in order obtain assistance in terms of technical support, tools for waste system operation and management and training and awareness programmes.

6. Reporting

- Prepare report to Board Meetings of the KSWS in accordance with the agreed format