Position: **WASH Officer**

Department: **Programs**

Reports to: **Program Manager (PM)**

Location: **Adjumani**

Salary Grade:

Last updated: **September 5, 2024**

**Background**

**About us:**

Action Against Hunger leads the global movement to end hunger. We innovate solutions, advocate for change, and reach 24 million people every year with proven hunger prevention and treatment programs. As a nonprofit that works across 50 countries, our 8,300 dedicated staff members partner with communities to address the root causes of hunger, including climate change, conflict, inequity, and emergencies. We strive to create a world free from hunger, for everyone, for good.

Action Against Hunger USA is part of the Action Against Hunger International network. As an independent NGO, Action Against Hunger USA currently manages operations in 8 countries: Kenya, South Sudan, Somalia, Tanzania, Uganda, Ethiopia, Zambia and Haiti. Action Against Hunger-USA has over $100 million in programs, and approximately 1,800 permanent staff based in New York City, Washington D.C, Nairobi, and country offices. Additional growth is anticipated.

1. **Job Summary**

Under the supervision of the Program Manager (PM), the WASH Officer will take lead on planning and rolling out WASH project interventions spanning design and installations of WASH facilities, social and behaviour change communication interventions in addition to coordination with key stakeholders in collaboration with the team and under management of the PM.

**Purpose**:

Be the focal point for the implementation of WASH project interventions. The WASH officer will take lead on providing overall technical and project support for the planning, implementation, management, and monitoring of WASH project interventions in Adjumani base.

**Engagement**:

* Program Manager: Direct line manager
* WASH Coordinator: Technical Supervisor
* Supervisees: Community Based Facilitator – WASH, volunteers, trainees, contractors, and partner (s).
* Community structures
* Beneficiaries: Information sharing, Sensitization.
* Local governmental and non-governmental partners: exchange of information, coordination, training, supervision, influence on choice of technical options.
* OPM: Updates and collaboration of implementation, information sharing.
* Local representatives of international aid organizations: exchange of information

**Delivery:**

1. **Essential Job Duties**
2. **Program development and Implementation (50%)**

* Where possible, active contribute to program development and resource mobilization through WASH needs assessments to inform proposal developments, where possible participate in the writing concept notes and proposal.
* Plan for timely & quality implementation of project interventions spanning WASH both infrastructure & hygiene promotion within the project areas.
* Support timely provision of safe emergency WASH services spanning safe water supply, excreta management, solid waste management, distribution of WASH NFIs kits, and Social & Behavior change (SBC) and or hygiene promotion and ensure appropriate community engagement in the design and delivery of essential WASH services in the targeted communities.
* Participate in development of relevant project IEC materials for SBC and also ensure that such materials are effectively disseminated to targeted beneficiaries.
* Take account of Nutrition, gender, protection, HIV, climate change and other important cross-cutting concerns in programme design, implementation, and reporting; carry out activities in a way that reflects the needs of specific groups and individuals e.g. elderly people, children, and people with disabilities.
* Ensure all ACF field work is carried out in a way that is sensitive to community needs and gender issues. To promote full and equal participation of women, men, boys, girls in all aspects of the work and to ensure that ACF’s programme is an opportunity for peaceful coexistence rather than community division.
* To be familiar with and abide by ACF policies, NGO/Red Cross Code of Conduct, Humanitarian and SPHERE minimum standards and Ensure that project interventions strive to conform to government, Sphere standards and adhere to ACF’s guidelines and protocols.
* Support ACF staff, volunteers and partner to plan and implement allocated project activities when appropriate to ensure timely and quality delivery of the project.
* Depending on the situation, the post holder may be asked to perform other tasks as requested by the supervisors.

1. **People management and supervision (10%)**

* Where possible, conduct detailed induction and orientation of new staff under your supervision ensuring that all relevant documents and tools of work are shared with new staff
* Identify training needs and build capacity of WASH staff and partner staff in all key WASH technical programme aspects as well as cross cutting issues.
* Ensure that staff under your supervision are effectively prepared and supported to deliver their tasks and perform to expectation.

1. **Monitoring, Evaluation and reporting (30%)**

* Participate in beneficiary profiling, beneficiary registration, and base line-end line assessments in WASH activities through technical review and guidance on data collection tools.
* Participate in all project reviews, reporting, assessments, surveys and studies and ensure these are conducted as per protocol and provide right and valid information with high validity and reliability.
* Document and compile reports on project activities including Monthly & Quarterly donor reports, internal reports (Project Activity Reports (APRs) and activity reports (meetings, and any other activity).
* Support the establishment of a database for all WASH project activities to regularly monitor and evaluate their impact and numbers reached.
* Take leadership in documenting project success stories and lessons learned during project implementation.

1. **Coordination and representation (10%)**

* Participate in appropriate district coordination meetings related to WASH programme by actively participating in internal and external meetings and ensure strong ACF’s visibility is scaled up and maintained.
* Build good working relationship with all stakeholders and communities and work closely with relevant district departments, OPM, and partners to share relevant information.
* Ensure that stakeholders are sensitized on program accountability and have information on beneficiary feedback mechanism.
* Mobilize communities and community leaders to participate in Action Against Hunger project community activities and organize regular community meetings to address areas for program improvement.
* Actively participate in events organized in the refugee and host community settings.

## **(%) Other duties as required (5%)**

**III. Supervisory Responsibilities**

Provide technical supervision to WASH Community Based facilitator (CBF) and partner staff and volunteers if any.

**IV. Fiscal Responsibility**

**N/A**

**V. Physical Demands**

* While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with interruptions.
* To travel to the field, the employee must attest to a level of physical fitness capable of enduring physically difficult, highly stressful situations which may include the necessity to walk long distances, to eat a limited diet and/or to reside in potentially uncomfortable housing or tents.
* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**VI. Working Conditions, Travel and Environment**

* The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as required by contact with the missions, mission security, or other obligations.
* Must be able to travel as required for standard domestic and international business travel as well as to the missions if appropriate. While visiting the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well is to infectious diseases.
* Must be able to ride a motorcycle and possession of a valid rider’s permit.

**VII. Gender Equality Commitments & Zero Tolerance to Abuse**

* Foster an environment that reinforces values of people of all genders equal access to information.
* Provide a work environment where people of all genders must be evaluated and promoted based on their skills and performance.
* Promote a safe, secure, and respectful environment for all stakeholders, particularly for children, beneficiaries, and members of staff.
* Help to prevent any type of abuse including workplace harassment and sexual abuse and exploitation.
* Respect beneficiaries’ women, men, children (boys and girls) regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age, or marital status.
* Value and respect all cultures.

**VIII. Required Qualifications**

* A minimum of a bachelor’s degree in water resource engineering, Civil & Environmental Engineering, Public health, natural resources management, environmental science, social sciences or other relevant field with at **least 3** years’ continuous experience implementing Humanitarian WASH programme.
* A post graduate diploma in project management and management, monitoring and evaluation (M&E) or equivalent will be an added advantage.

**IX. Required Skills & Experience**

* Proven practical experience in water supply constructions
* Proven practical experience in community mobilization, community health and sanitation programmers in humanitarian context.
* Ability to present concise reports, sometimes at short notice, reflecting the problems and possible solutions for situations.
* Flexibility and ease in working with local people have diplomacy, tact and administrative skills to work with people at managerial level, and occasionally government levels.
* Assessment, analytical and planning skills.
* Developed interpersonal and team skills and proven ability to be flexible in demanding situation.
* Excellent reporting skills with good oral and written communication skills
* Sensitivity to cultural differences, and the ability to work in a wide variety of cultural contexts.
* Commitment to humanitarian principles and action.
* Commitment to equal opportunity and gender policies.
* Demonstrated experience in integrating gender and diversity issues into programme.
* Ability to work under pressure, ability to prioritize and commitment to meet deadlines.
* Strong presentation skills with mastery of Power point, Excel, MS word and other computer applications.
* Practical knowledge of Engineering software including Global Position Information systems (GIS), AutoCAD, EPANET, Water GEMS, etc.
* Ability to exercise sound judgment and make decisions independently
* Team player, extremely flexible with the ability to cope with stressful situations .
* Knowledge of the local languages is an added advantage.
* Ability to ride a motorcycle and possession of a valid riding permit

All candidates should apply online at <https://careers.actionagainsthunger.org/>Action Against Hunger-USA provides all staff with an attractive salary & benefits package. We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran. Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.