



## Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose additional technical capacity is required. Therefore, Cordaid would like to a **Roving WASH Programme Manager** as detailed below,

### **Roving WASH Programme Manager Based in Juba with 70% travel to the field**



#### **Report to lines**

The Roving WASH Programme Manager (WASHPM) will report to the Programme Manager for Emergency Preparedness & Response. S/he is based in Juba, with 70% of time travelling to the field. S/he will be responsible for and provide technical overview on all Water and Sanitation (WASH) projects, and will line manage WASH Officer(s)/Technician(s).

#### **Purpose of the position**

The Roving WASH PM will be responsible for implementation, and provision of guidance to partners to implement, of all WASH projects. S/he will be responsible for assessment, planning, implementation, monitoring, capacity building, reporting and coordination with UN clusters, local authorities, other key stakeholders and local partners. S/he will spend 70% of time in the field in leading operations and coaching partners.

#### **Key Responsibilities and Accountabilities:**

##### **Programme Strategy Development**

1. Capture regularly the latest in-country humanitarian needs, trends, and gaps, and perform analysis for planning of response and preparedness.
2. Actively engage with relevant agencies, institutions, academics, and forums on learning, adapting, and developing effective and innovative programme modalities.
3. Review and update WASH programme strategies through an evidence-based approach, and generate recommendations on continuous enhancement.

##### **Programme Planning and Implementation**

1. Ensure that all WASH programs are managed effectively and efficiently (on time and within budget), and ensuring achievement of the set objectives and milestones, as per standards and requirement.
2. Develop project concept notes and proposals to donors.
3. Lead implementation of needs assessments, and generate sound analysis of needs and response options.
4. Provide support to Cordaid's local partner(s) to ensure the program implementation is in line with program objectives and budget, and provide necessary support when needed.



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5. Ensure compliance with the Cordaid and donor standards for program management.
6. Ensure mainstreaming of gender and protection into relevant activities.
7. Manage project budgets to ensure appropriate spending in accordance with donor commitment and agency policies. Keep track of spending and perform monthly analysis on budget vs actual. Ensure all financial supporting documents are in place for all transactions.
8. Work closely with logistics, including planning for procurement and delivery, for project implementation.
9. Work closely with HR to ensure all WASH related staff and volunteers are properly managed in accordance to relevant laws, policies and guidelines.
10. Ensure accountability measures are in place in all WASH activities to ensure the voices and feedback from beneficiaries and stakeholders are captured and responded.
11. Ensure proper security assessment and prevention measures for both staff and beneficiaries are in place in relation to WASH activities.
12. Manage a response database which track response time and progress, location, details on WASH activities provided, stock source, partners, disaggregated beneficiary data by number and gender.

#### Monitoring, Evaluation and Learning

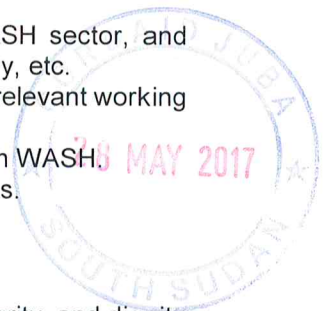
1. Guide the technical direction of the M&E approach and strategy; lead work related to monitoring and evaluation activities of the project.
2. Develop M&E framework and plans for all WASH projects, including baseline, PDM, end line, and evaluation.
3. Review project log frame and indicators regularly and suggest changes if required.
4. Ensure that donor contractual requirements are fulfilled, including projects operated by partners.
5. Provide oversight, training, data management support (forms, tools, monitoring systems) and guidance for M&E to concerned project staff.
6. Document successes, lessons learned, and stories from the field activities.
7. Contribute to the strengthening knowledge management (consolidation of experience, formulate case studies, etc) for the agency and our staff
8. Provide leadership and capacity building to WASH staff and participating partners.
9. Submit all required reports in good quality and in a timely manner (weekly, monthly, and donor specific), and in line with donor and Cordaid reporting standards and deadlines.
10. Submit feedback and recommendation on M&E findings. Ensure to address gaps identified and suggested mitigation strategies.
11. Ensure that operational questions and challenges are addressed by operational research and collaboration with other organisations in the area of operation.
12. Ensure program staff has regular reflection on progress toward goals, and get insights from the field on the effectiveness of the program's approach.
13. Impact constant learning and capacity building of the staff in the field and ensure to build on staff skills and proficiency from the gap and needs identified

#### Representation & Coordination

1. Liaise regularly with UN agencies, clusters and other NGOs working in the WASH sector, and maintain close coordination with international and local NGOs, institutions, academy, etc.
2. Represent Cordaid in NGO, INGO, consortia, and UN WASH Cluster meetings and relevant working groups at national and local level as and when required.
3. Be the principal point of contact of the Cordaid County Office on technical issues on WASH.
4. Ensure Cordaid's visibility (e.g. sharing of case studies) on relevant WASH activities.

#### Generic duties

1. Undertake Cordaid work in a manner that upholds the organisational value and integrity, and dignity and value for beneficiaries.
2. Act in accordance with security protocols and instructions from line manager
3. Conduct himself/herself both professionally and personally in line with the Humanitarian Code of Conduct and in such a manner as to bring credit to Cordaid and not to jeopardize its humanitarian mission.
4. Attend to any other duties as directed by the Programme Manger in Juba.





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### Qualifications, skills and competencies

1. Degree in civil/water/sanitation engineering, social development, public health, or other applied discipline.
2. At least 5 years' relevant work experience in managing WASH projects, with technical background in public health engineering and/or public health promotion.
3. Practical experience in project cycle management, log-frame development, and proposal writing.
4. Good understanding on SPHERE standards in relation to WASH.
5. Knowledge and experience on emergency drinking water supply, PHAST, CHAST, CLTS, and CMDRR an advantage.
6. Good understanding of cluster system and experience in coordination with various actors.
7. Practical experience of working with local partners and community capacity building.
8. Strong reporting, analytical and problem-solving skills;
9. Willingness to live in field location with very basic facilities.
10. Excellent English writing and communication skills; and knowledge on Arabic preferred
11. Be diplomatic, culturally sensitive, result-oriented, innovative and a strong team player

### Further information and how to apply

Interested and qualifying applicants can submit their application letter including a CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number in subject line.

e.g. **CSS07/05/18 Roving WASH Programme Manager - Juba**

or

Applications can also be hand dropped at Cordaid Juba Office located behind the Equatoria/UAP Tower. Just a few meters after the Strome Foundation to the attention of the **Human Resource and Administration Manager - Cordaid**.

Deadline for submission is by the **18 June 2018**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted.

All applications submitted cannot be returned.

