



# Job Advertisement

## WASH Manager - ERT

**Job Purpose:** To provide leadership for ERT field sites and staff, including planning and conducting WASH assessments and interventions, creating work plans for emergency responses, ensuring quality implementation of WASH activities, line managing junior members of the ERT WASH team, and acting as team leader at ERT field sites.

### Key Responsibilities

#### Technical Design and Oversight

- Develop and manage work plans for field activities – regularly updating work plans and objectives to meet changing needs and gaps. Consult with WASH Project Manager to determine budget and timelines for activities.
- Oversee the technical design and implementation of the projects – including water supply, sanitation and hygiene promotion activities – in liaison with the WASH PM and WASH Advisor.
- Support regular monitoring and evaluation assessments against ERT project indicators, in liaison with the M&E officer.

#### Staff Management and Leadership

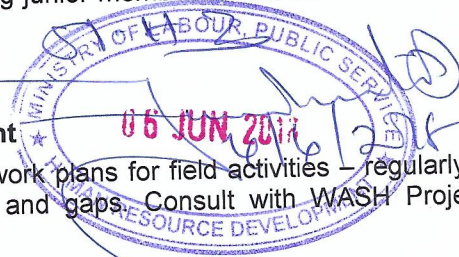
- Line manages a two junior WASH Technicians.
- Conduct appraisals, manage R&R and holiday schedules, manage contracts, provide development & training opportunities, and support the physical and spiritual well being for WASH staff being line managed
- Daily management and supervision of additional re-locatable staff, locally hired staff, casual labourers and contracted workers when in field sites.
- Communicate additional HR needs to the WASH PM and HR team in Juba.
- Delegate tasks to WASH staff as appropriate (finances, managing casual labourers, etc), while ensuring that all key tasks are being covered.
- When requested, act as the overall field site leader (for WASH and other teams), in charge of security and staff health issues, and overall coordination between teams.

#### Coordination and Reporting

- Take part in all WASH Coordination meetings (or delegate other team members to attend) in ERT field sites.
- Liaise with relevant WASH NGOs, UN agencies and government WASH offices (Rural and Urban Water) or other government agencies involved in WASH planning.
- Liaise with local authorities at the beginning of assessments and activities, and throughout WASH activities as appropriate.
- Feedback to ERT WASH PM regularly.
- Provide a week-end report to the WASH PM in Juba each week – detailing activity updates, work plan updates, materials needed and other key information.
- Complete ToRs, assessments and intervention reports in a timely manner at the request of the WASH PM.
- Regularly liaise with the WASH PM regarding major issues and changing plans.
- Track beneficiary numbers and activities completed each month to aid in donor reporting.
- Contribute to future plans for WASH activities and to related proposals and budgets.

#### Logistics

- Monitor stock levels, and submit stock and purchase requests to the Project Manager in a timely manner. Ensure an accurate record of all assets and stocks at WASH field sites are maintained and circulated.
- Manage local procurement for all WASH items. Complete logistics packages for all purchases over \$1.000



- Manage WASH team movements at field sites – including completing MovCos for flights and assigning vehicle movements.
- Ensure cash requests are submitted to Juba in a timely manner, and cash needs forecasts are passed onto the PM. Ensure that receipts and field expense reports are returned to Juba consistently (weekly basis) and are in good order.

#### Finance

- Supervising the management of field team cash account, including the payment of casual labour payments within the agreed salary/incentive scales.
- Manage submission of all finance, stock and purchase requests to Juba, and manage WASH finances, procurement, warehousing, and transport at field sites

#### Security Management

- Provide security leadership in the field sites, informing WASH PM of all updates
- Contribute to development of security assessments for new ERT locations before field teams travel
- Ensure the WASH team adhere to SOPs – and promote good planning and communication within the team

## II. Person Specifications

#### Essential

- University degree in a field relevant to WASH-related field (eg. civil engineering, hydrogeology/hydrology)
- 2 year post-qualification professional experience in a relevant field
- Computer literate with excellent working knowledge of Microsoft Excel, Word, Outlook and PowerPoint.

#### Desirable

- Additional studies (Masters degree, or professional short-courses) in water engineering, environmental/public health, international development/humanitarian context
- Experience working in a WASH programme

Applications deadline: 25<sup>th</sup> <sup>JUN</sup> ~~May~~ 2018.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: [recruitment@southsudan.medair.org](mailto:recruitment@southsudan.medair.org) Human Resources Department, Medair South Sudan, Theo Road, Hai Tongping.

**Female are highly encourage to apply. Email applications are highly recommended**

