

**THE LUTHERAN WORLD FEDERATION, WORLD SERVICE  
SOUTH SUDAN COUNTRY PROGRAM**

Approved  
SOH-3 HAD  
07 JUN 2018  
MR. PS. HAD  
Inspector  
7/6/2018

**Position type: Project Officer- WASH (Water , Sanitation and Hygiene)**

**Number of Position: One**

**Duty Station: Jonglei-Panyagor**

**Contract type: Fixed term**

**Report to: Area Coordinator**

**Employment start date: July 2018**

**Advert Closing deadline: 25<sup>th</sup> June 2018**

**JOB ROLE:**

Under the guidance and direction of the Area Coordinator for Jonglei, the Project Officer-WASH substantially contributes to the effective management of LWF WASH Project, ensuring that the implementation of WASH project is in accordance with agreed standard.

**BACKGROUND:**

The Lutheran World Federation/ World Service (LWF/WS), South Sudan Programme strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to vulnerable communities to enable them meet their basic human rights and needs in line with its vision and mission statements.

**KEY RESPONSIBILITIES:**

- Takes overall leadership for the WASH project management, planning, monitoring and reporting in close collaboration with the Area Coordinator and coordination with other actors and the local government.
- Provide technical support on WASH activities and coordinate with respective coordinator
- Organize and conduct technical trainings on WASH
- Lead capacity building of beneficiaries through training and awareness
- Ensure that LWF's cross cutting commitments (Gender, Human Rights, Child Protection) awareness messages are included in all trainings conducted
- Project Budget planning and management
- Participate and represent LWF in all County level WASH coordination meetings and share relevant project information with stakeholder
- Line manager assistant project officers and any other support staff under the project.
- Advocate with government, donors, etc. on all issues relating to WASH.
- Follow up project activities and monitor project impact and provide additional training where necessary.



- Perform any other functions that may be assigned by the immediate supervisor
- Conduct participatory needs assessments and identify issues affecting WASH sector

### **Monitoring and Reporting**

- Carryout regular field supervision and monitoring of activities and processes in which project funds, materials and equipment are utilized and verifies progress and quality of work done;
- In collaboration with the Assistant project officers, conduct and document periodic project reviews and planning meetings
- Ensure delivery of timely and quality monthly, quarterly narrative and spending reports in accordance with agreed LWF and donor formats
- In collaboration with Assistant project officers, generate and submit project human stories, photographs and case studies to illustrate project impact

### **Qualification and Experience**

- BSc Degree in Water Engineering, Public Health , Environmental Sanitation /Health with Minimum of 2 years' experience in WASH Project.
- Experience in Implementing WASH project with Cash Based Modalities ( in implementation Emergency WASH Project)
- Demonstrated understanding of community engagement/participatory planning techniques.
- Good facilitation and listening skills.
- Ability to meet deadlines and if necessary work for long hours when deadlines are tight
- Excellent in written and spoken English. Knowledge of local language in the project area will be an added advantage
- Excellent in written and spoken English.
- Computer literacy (Ms Word, Ms Excel and Ms PowerPoint)
- Work well in a diverse team and remote area

### **Application Process:**

All applicants must send their application letter and updated CV and supportive documents attached in English to the Human Resource office by email to [lwfssdrecruitment@gmail.com](mailto:lwfssdrecruitment@gmail.com).

The recruitment for the position is subject to confirmation of funding for the project. LWF will review the applications on daily basis as it tries to get the most suitable candidate for the position. Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews.

### **Child Safeguarding:**

*LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.*





**THE LUTHERAN WORLD FEDERATION, WORLD SERVICE  
SOUTH SUDAN COUNTRY PROGRAM**



**Position type: Assistant Project Officers- WASH (Water , Sanitation and Hygiene**

**Number of Position: Two**

**Duty Station: Jonglei-Panyagor and Poktap**

**Contract type: Fixed term.**

**Report to: Area Coordinator**

**Employment start date: July 2018**

**Advert Closing deadline: 25<sup>th</sup> June 2018**

**JOB ROLE:**

Under the guidance and direction of the Project Officer – WASH in Panyagor, the Assistant Project Officer substantially contributes to the effective implementation of LWF WASH activities and ensuring proper documentation in accordance with established LWF South Sudan guidelines and procedures.

**BACKGROUND:**

The Lutheran World Federation/ World Service (LWF/WS), South Sudan Programme strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) vulnerable communities to enable them meet their basic human rights in line with its vision and mission statements.

**KEY RESPONSIBILITIES:**

- Act as a bridge between LWF and the community.
- Organize and conduct community level trainings on various aspects of WASH as may emerge from time to time.
- Carry out community mobilization and sensitization in all target communities/ project areas.
- Facilitate the establishment and training of new community water user committees where they do not exist, or re-organize existing
- Undertake field follow ups to give technical support to community hygiene promoters, water user committees and pump mechanics.





- Follow-up on the water points User Committees and Pump Mechanics to ensure efficient use of the water points.
- Organize quarterly experience sharing meetings of Hygiene Promoters and also for the boreholes pump mechanics.
- Work closely with the County Water Department (CWD), payam based water & sanitation personnel.
- Ensure that LWF's cross cutting commitments (Gender, Human Rights, and Child Protection) awareness messages are included in all trainings conducted.
- Follow-up on all WASH beneficiaries to ensure they are practicing what they have been trained in.
- Carry out awareness on water – borne and other communicable diseases prevention and control in the community
- Keep the Payam Administrators informed of LWF/WS WASH activities in the Payams.
- Participate in WASH assessments and baselines as the need arises.
- Collect WASH data for project planning, monitoring and reporting purposes in the prescribe formats.

### **Monitoring and Reporting**

- Carries out regular field supervision and monitoring of activities and processes in which project funds, materials and equipment are utilized and verifies progress and quality of work done;
- Conduct and document daily and weekly project implementation progress
- Ensure delivery of timely and quality weekly and monthly narrative reports to the project officer in accordance with agreed LWF and donor formats
- Contribute in the documentation of project human stories and case studies to illustrate project impact

### **Qualification and Experience**

- Diploma in Public Health, Environmental Sanitation, Water Engineering.
- One year experience in the WASH sector
- Demonstrated understanding of community engagement/participatory planning techniques.
- Demonstrated experience in project assessments, data collection, analysis and report writing.
- Experience in Cash Based programming
- Good facilitation and listening skills.
- Ability to meet deadlines and if necessary work for long hours when deadlines are tight
- Excellent in written and spoken English. Knowledge of local language in the project area will be an added advantage
- Ability to ride a motor cycle, Computer literacy (Ms Word, and excel)
- Ability to work well in a team and willingness to learn





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