



ACTED

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APPROVED by
MOLRSS
11/8/2021



ACTED HR Manual
Form N2

Job Vacancy Announcement

Position: WATSAN Officer (1 Position)
 Department: WASH
 Reports to: WASH Program Manager
 Contract duration: 3 months with possibility of extension depending on funding and performance
 Location: Maban, Upper Nile State
 Opening date: 11th August, 2021
 Closing Date: 30th August, 2021
 Eligibility: South Sudanese Nationals Only

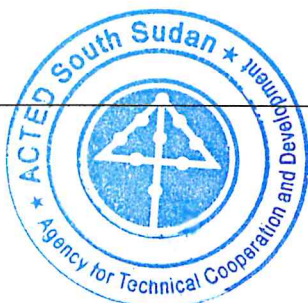
Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

Job Purpose

Maban camps comprises of a number of different water system structures that includes motorized boreholes, solarized boreholes, hand pumps, storage tanks, bladders and a distribution network. Although stable, the network requires regular maintenance and improvement with water stress still reported within the camps. On the other hand, household latrines are community driven with institutional latrines constructed through established funding. The WATSAN Officer key role is to ensure steady supply of safe water during agreed times within the camps. Also must play a key role in identifying areas within the system that needs improvements and liaising with the other WASH teams. Further, the officer will be required to ensure sanitation systems are improved as well designing, supervising and monitor performance.

<p>CHAIN OF COMMAND <u>Under the authority of:</u></p> <ul style="list-style-type: none"> - WASH PM <p><u>Line Management:</u></p> <ul style="list-style-type: none"> - Water supply Assistants. - Sanitation Assistants 	<p>WORKING RELATIONS <u>Internal Relations:</u></p> <ul style="list-style-type: none"> - Area Coordinator - WASH Coordinator - Project teams - FLATS <p><u>External Relations:</u></p> <ul style="list-style-type: none"> - Beneficiaries/Community leaders - Other Partners Relevant national and local stakeholders - National and international partner organizations
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Objectives

To ensure the water supply and Sanitation activities are implemented in a timely and professional manner, according to objectives, goals and indicators, in line with donor requirements and based on beneficiary needs.

Duties and Responsibilities

Project planning, implementation, monitoring and reporting

- Undertake daily routine Operation and maintenance activities in the camp that includes and not limited to; design of latrines & Constructions of the same, Rehabilitations of Sanitation infrastructures, installation of water systems & maintenance, water supply and treatment, monitoring of FRC and follow ups, daily supervision of Works, managing resources etc.
- Provide basic technical support and guidance concerning latrines construction and ownership, water supply, water treatment and distribution and reporting to the concerned persons in case of any issues
- Liaise with other WASH team members and support when needed in carrying out WASH activities as requested
- Preparing of internal reports and Sharing information with regards to the operation and maintenance of the water supply system routinely
- Ensure project documentation of activities, best practices and lessons learnt are well captured and shared timely with line manager or WASH PM
- Monitoring the beneficiaries' water needs and informing and advising on appropriate response or necessary change in strategy.
- Ensuring minimum standards of technical quality in all engineering activities and interventions are achieved.
- Ensuring the development and use of tools to effectively monitor progress against activities.
- Support procurement and logistics planning in relation to Bill of Quantities and the requirements of the donor.
- Ensuring that all project activities are in accordance with budgetary constraints and being implemented on schedule.
- Assist in capacity building of WASH staff as requested on activities pertaining to operation, installation of water systems, maintenance, construction of latrines and hygiene promotion
- Develop weekly work plan and prepare weekly or monthly activity reports.
- Organize regular meetings with the team and provide written minutes on the meetings to the supervisor
- Provide information for monitoring and evaluation when needed inform of verbal and written
- Work closely with beneficiaries to ensure ownership through training, guidance and support
- Perform any other duties assigned by the line manager

Qualifications/Experiences/Skills

- Minimum Higher national diploma or Ordinary diploma in Engineering (Civil, Water) or Public Health
- The desired candidate should have at least three years' experience working in a complex water supply system, able to design and maintain a water system. And sanitation facilities especially in a refugee camp setting
- Extensive in borehole equipping, retrieval and installation of submersible pumps, knowledge in borehole drilling/development is an added advantage.
- Technical expertise and knowledge in WASH with proven track record
- Experience in partnership building and coordination with the donors, NGO and local community

- Perfect verbal and /or written communication in English and Arabic
 - Demonstrated strong analytical, managerial, leadership, communications and interpersonal skills.
 - Ability to work well and Under pressure
 - Willingness to take up à position post and residence in a fragile context
 - Experience with capacity building and training of field staff and community members
 - Ability to work independently and as part of a team, with strong interpersonal and communication skills is required.
 - Ability to work with Microsoft Word, Excel, Power Point and Outlook.
 - Knowledge in project Cycle Management (PCM) and Project Management Frame Work (PMF) is an added advantage.
- **KEY PERFORMANCE INDICATORS**
- Develop weekly or bi monthly work plan with Consultation with line manager.
 - % of key WASH activities completed as planned target that includes water systems maintenance and constructions, latrines constructions, community training. Etc.
 - % of capacity building conducted to the WASH team staff (volunteers and national) on basic operation and maintenance of water supply systems, latrine construction and other training needs.
 - # of internal reports shared and submitted on time on weekly or monthly basis on water supply activities
 - # of project documentation on activities (best practices and lessons learnt) developed and shared
 - # of key follow ups conducted on WASH issues and sharing feedback on Complaints received

How to apply

Interested and motivated candidates can submit their applications in English, together with copies of updated CV, cover letter, academic documents, National ID card and three references with their contacts to ACTED Country Office at Hai Cinema, Plot No. 64, Juba located behind Concord Hotel. You can also submit your application to Maban Field Office located behind UNHCR Sub Office in Doro addressed to WASH Coordinator, Maban Base or by e-mail to amon.odhiambo@acted.org copying juba.hr-assist@acted.org and maban.security@acted.org

Please indicate the position you applied for clearly on your envelop, your contact address and names.

NOTE: Only shortlisted candidates will be contacted for interviews. Applications submitted after the deadline will not be accepted.

Female candidates are encouraged to apply.

