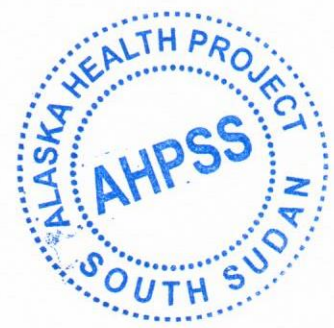


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MOZ



13/10/2023



Job Advertisement

Job Title: WASH Program Coordinator

Job Location: Based in Juba with Travel to Bor and Field Locations

Reports To: Executive Director and Program Director

Hours: 40 Hours per week

Purpose of Program Coordinator:

The Program Coordinator is responsible to represent AHPSS in the state and national WASH and FSL cluster, design WASH programs, manage agriculture programs, draft WASH and FSL related grant proposals, ensure proposal objectives are met within the project timeframe, and manage the overall budget allocated for projects. Responsibilities also include managing project staff, coordinating and conducting WASH and Food Security assessments, designing WASH and FSL interventions, preparing project reporting, planning, and supporting the development of new project proposals, as well as conducting WASH and hygiene promotion trainings for field staff.

Program Overview:

The goal of the AHPSS WASH and FLS program is to reduce morbidity and mortality among populations with limited access to food and WASH services through the provision of lifesaving water and agriculture programs.

Key Responsibilities include:

- Participate in the HRP process and ensure AHPSS is eligible for grant opportunities which may come through the clusters
- Advise on the design of WASH program from an array of appropriate technologies for water, sanitation, hygiene and infection prevention and control in different contexts
- Advise on technical designs FSL programs to reduce food insecurity
- Work collaboratively with the clusters across sectors and cross-cutting issues to support the development of technical guidance for WASH and FSL interventions
- Conduct technical capacity building activities for staff and partner organisations through coaching, mentoring, and on-the-job training
- Represent AHPSS in Jonglei State, and national cluster meetings
- Represent AHPSS to partners, donor agencies, UN agencies, and South Sudanese Governmental agencies.
- Assist the AHPSS team and provide any technical support required for program activities
- Oversee and manage AHPSS projects including planning and implementation, project staff, project budget, and monitoring and evaluation.
- Develop program strategy, project proposals, project budgets, and staff plan to implement grant projects
- Ensure projects are implemented in line with donor proposals, AHPSS policies and standards, donor requirements, and international standards, within the agreed budget and timeframe.
- Monitor project implementation and provide support to the team to ensure the quality of the construction, trainings, and provide guidance on future improvements.
- Understand and implement Accountability and Quality Assurance measures (AQA) to improve project design and implementation
- Conduct Hygiene promotion trainings and other educational WASH trainings to Staff
- Design methods for and supervise the distribution of NFI

Staff Management and Leadership:

The Program Coordinator is responsible for assisting the oversight of staff working on specific grants and projects. The drill team staff will remain under the responsibility of the Drilling Manager

- Supervise project staff to ensure deliverables listed in a certain grant or project are being met.

Coordination and Reporting:

- Ensure all project data, beneficiary numbers, & indicators are accurately collected, and reported



Develop reporting systems for data collection, analysis, and follow up to support for program activities

- Assist to revise tools and templates to facilitate smooth data collection.
- Attend WASH and FSL Coordination meetings as an advocate for AHPSS
- Coordinate with relevant implementing partners INGOs, NNGOs, UN agencies and Ministry of Water and Irrigation or other government agencies involved in program planning and implementation
- Liaise with local authorities throughout the implementation of program activities.
- Ensure Terms of Reference (ToR) for assessments, interventions, and reports are completed.

Logistic Activities:

- Ensure procurement and logistical activities in a certain project or grant are meeting the requirements of the project within budget
- Assist to draft annual procurement plan based on project needs and activities
- With the support of the P&L Manager, plan for and request key WASH materials and supplies to prevent stockouts
- Ensure stock of critical supplies remain available by confirming stock levels with warehouse staff

Financial Management:

- Actively manage grant income and budgets in conjunction with Executive Director, Program Director, and Financial Manager

Qualifications and Experience

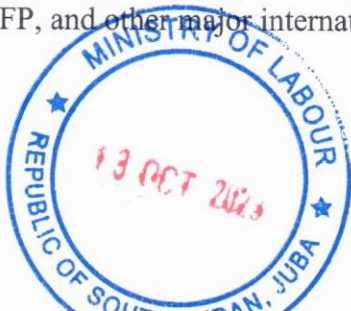
Education

Minimum of Bachelor Degree in Engineering, Geology, Public Health or other relevant degree.

Specialized studies – courses on WASH in emergencies, WASH Infrastructure, Hygiene Promotion and sanitation, FLS programming or agriculture techniques are a plus

Professional Experience

- Minimum 3 years of experience in humanitarian WASH programming, including access to safe water, improved sanitation, and environmental health programming.
- Experience in FSL sector is preferable.
- Previous experience in writing and managing grant applications for UNICEF, IOM, USAID, WFP, and other major international organizations.



- Strong knowledge of the humanitarian program cycle, preparing periodic and progress reports, in addition to preparing budgets and operational plans for projects.
- Knowledge of international donor terms and their compliance requirements.
- Prior work experience in complex humanitarian settings – in the field
- Prior work experience in South Sudan is highly desirable.
- Prior work experience in emergency setting is preferable.

Languages Requirements:

- Excellent written and spoken English
- Nuer would be an asset (read and write)

Personal Requirements:

- Excellent computer skills in Microsoft Office 365, especially Word, PowerPoint, OneDrive, Outlook
- Strong team spirit, comfortable in a multicultural environment
- People Management and Leadership
- Strategic vision and planning
- Ability to work and adapt to different environments.
- Very strong interpersonal skills: strong communication and diplomatic skills
- Practical and problem-solver
- High respect and adherence to confidentiality
- Able to work independently
- Readiness and ability to move around in South Sudan

To apply please submit resume, cover letter, and references to dpisegna@gmail.com. Applications close November 6st 2023 and Hand delivery to the address below

Address: American Residence Road, Juba Nabair South Sudan and Next to Upper Nile Coordinator Office.

Plot No 48. South Sudan

