



JOB ADVERT

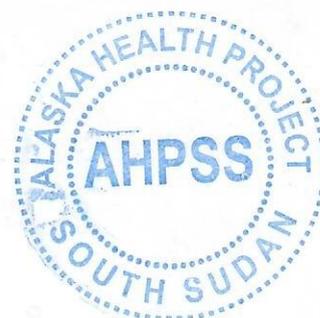
Job Title	State WASH Cluster Coordinator
Job Location	Based in Bor with field trips in Jonglei State and Greater Pibor Administrative Area (GPAA)
Reports To	Executive Director/ Program Manager, and National WASH Cluster Coordinator
Supervision of	WASH Cluster Sub National Activities in Jonglei, and GPAA
Travel	50%
Hours	40 Hours per week
Duration and type of contract	1 Yr with possible extension

The Alaska Health Project South Sudan (AHPSS) is grassroots, Alaskan based organization that provides vital humanitarian aid to remote counties in Jonglei State, South Sudan. With the mission of “saving lives through health, WASH and agriculture”, AHPSS is addressing urgent basic needs in one of the most impoverished regions of the world.

Since 2008 AHPSS has worked in Fangak County, South Sudan to bring safe drinking water, agricultural development, improved sanitation and the construction of two medical clinics. As of April 2025 AHPSS successfully completed 107 water wells and work with over 1,000 small family farms.

Purpose of the Job:

The Jonglei WASH Cluster Coordinator is responsible to represent AHPSS in the state and national WASH cluster, liaising with WASH partners, assisting in the design of WASH programs, draft WASH related grant proposals, ensure proposal objectives are met within the project timeframe, and manage the overall budget allocated for WASH projects. Responsibilities also include managing WASH project staff, coordinating and conducting WASH assessments, designing WASH interventions, preparing project reports, planning and supporting the development of new projects, as well as conducting WASH and hygiene promotion training for staff and beneficiaries. Other key responsibilities include leading key WASH events, meeting with state WASH actors, mappings WASH services through 5Ws, deep field coordination, and



managing WASH partners tracking list.

WASH Program Overview:

The goal of the WASH Coordinator is to work with WASH actors for the reduction of morbidity and mortality among populations with limited access to WASH services through advocacy and the provision of life-saving water, sanitation, and hygiene promotion services

Key Responsibilities and Job Description include:

- Develop and maintain state level Cluster contact list and ensure knowledge of who is doing what within the sector in Jonglei including field trips: regular contact updates; regular update 5Ws.
- Facilitate State Level Cluster meetings, initiated by State Ministry and/ or UNICEF via dissemination of meeting announcement, providing NGO updates for absent agencies, and sharing minutes of cluster meeting with central state level.
- Facilitate or coordinate in partnership with cluster members and/or with inter-sector teams needs assessments and other programmatic issues as need be (sharing alerts with cluster and partners, information sharing, sharing reports, regular communication with site focal points; follow up on assessments).
- Support Cluster co-lead and EP&R Coordinator with planning issues including humanitarian work plan, risk analysis, preparedness/ contingency planning, and identification of gaps (as requested and needed by WASH cluster on the national level).
- Participating in coordination meeting: ICCG, GBV sub-cluster Bor, HCF, Partner's forum, solution working group; occasional joining other cluster meetings, supporting integration processes. Key meetings updated shared with Bor/ Pibor project team and Juba program management team.
- Support core pipeline request. Supervise the safe and efficient management of WASH supplies and equipment.
- Supporting partners in advocating for funds and identifying sources of funding of the Program, donor engagement (RRF, SSHF, ect)
- Partner's capacity building – teach back sessions.
- Organizing 1 event – e.g. Global Hand-Washing Day (GHD), World Toilet Day (WTD). World Water Day (WWD). Coordinate with partners and key stakeholders.
- Coordinate WASH activities with WASH Partners at the sub-national level with the objective of improving WASH outcomes around Jonglei State/ GPAA.
- Advise on technical designs of WASH program from an array of appropriate technologies for water, sanitation, hygiene and infection prevention and control in different contexts.
- Work collaboratively with the clusters across sectors and cross-cutting issues to support the development of technical guidance for WASH interventions
- Conduct technical capacity building activities for staff and partner organization's through coaching, mentoring, and on-the-job WASH training.
- Represent AHPSS in local, state, and national WASH cluster meetings.



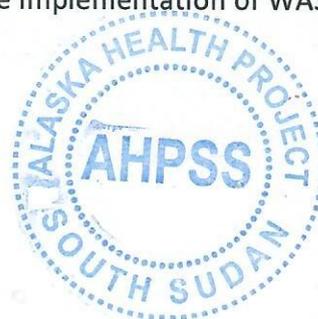
- Represent AHPSS to donor agencies, various UN Agencies, and South Sudanese Governmental agencies.
- Assist the AHPSS team and provide any technical support required during WASH activities.
- Oversee and manage AHPSS WASH Projects including planning and implementation, project staff, project budget, and monitoring and evaluation.
- Develop program strategy, project proposals, project budget, and staff plan to implement the project.
- Ensure the WASH 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, training, and provide guidance on future improvements.
- Ensure Accountability to Affected Populations (AAP), people with disability & gender are mainstreamed in the WASH projects.
- Conduct Hygiene promotion training and other educational WASH training to staff and beneficiary populations.
- Design methods for and supervise the distribution of NFI

Staff Management and Leadership:

- The WASH coordinator is responsible for managing project staff working in WASH. The drill team staff will remain under the responsibility of the Drilling Manager
- Directly line manage WASH staff
- Conduct appraisals, manage R&R and holiday schedules, manage contracts, provide development and training opportunities, and support WASH staff.
- Delegate tasks to WASH staff as appropriate while ensuring that all key tasks are being covered.
- Actively coach team members giving them the opportunity to grow and develop in their roles.

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 WASH activities
 - Assist to revise tools and templates to facilitate smooth data collection.
 - Attend WASH Coordination meetings and advocate for WASH interventions when required
 - Coordinate with relevant WASH implementing partners INGOs, NNGOs, UN agencies and Ministry of Water and Irrigation or other government agencies involved in WASH planning and implementation
- Liaise with local authorities throughout the implementation of WASH activities.



- Ensure Terms of Reference (ToR) for assessments, interventions, and reports are completed.

Logistics and Procurement:

- Ensure development of an 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 budget and communicate any issues with Executive Director, Project Manager, and Financial Manager about expenditures
- Supervise the management of field team budget and cash, including the payment of casual labor payments within the agreed salary/incentive scales. Manage submission of all finance, stock and purchase requests to Finance Manager and P&L manager.

AHPSS Values:

- Reflect the values of AHPSS with team members, local staff, partners and beneficiaries and represent AHPSS with dignity and respect
- This job description covers the primary responsibilities of the P&L Manager as anticipated at the time of writing. Other tasks may be assigned to the P&L Manager as necessary or as the needs of AHPSS change.
- This Job Description is valid for one year beginning on the date listed below.
- By signing the Job Description, the signatory acknowledges that he/she has read and understood the JD and commits to carrying out the duties in the JD to the best of their ability.

Behavioral and personal competencies

- Commitment, Drive for Result, Embracing Diversity, Integrity Teamwork, Self-Awareness, and Self-Regulation.
- Leading vision and change.
- Good communication skills with respect and impact.
- Networking, Standards, and Monitoring Work, Communication, Team Leadership.

Generic professional competencies for this position:

- Degree or higher diploma in WASH, Civil, hydrological engineering, or related field.
- Minimum experience of 2-3 years of working in WASH coordination platform.



- Ability to mitigate and mediate conflict and disagreement amongst teams.
- Knowledge on WASH cluster approaches.
- Knowledge on emergency and recovery interventions.
- Fluency in English, both written and verbal. Spoken Arabic including local languages
- Demonstrated previous experience from working in the related position.

Context related skills, knowledge, and experience:

- Ability to plan and lead.
- Experience in representing and participating in meetings such Humanitarian coordination, state ICCGs, secretariate/stakeholder led meetings.
- Ability to work independently in a result oriented multi-culture environment
- Flexibility and time management.
- Knowledge of the context in operations.
- Knowledge of good practice standards: SPHERE standards.

To apply, please send cover letter and CV to ochaahpss@gmail.com.

Applications close February 25st 2026

