

VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **Deputy WASH Program Manager-MET, Roving**.

Position open date: **February 14, 2023**

Closing date: **March 3, 2023**

Expected Start date: **April 2023**

Contract Duration: **12 Months with possibility of extension**

Location: **Roving**

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in seven countries: Kenya, South Sudan, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 1,500 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

I. SUMMARY OF POSITION

The Water, Sanitation & Hygiene (WASH) Deputy Program Manager (DPM) is responsible for running and supervising water, sanitation and hygiene programs at all stages of the project management cycle. He/she is also responsible for accomplishing the program objectives and outcomes within the contextual constraints. The DPM ensures the overall success of the emergency response program by making sure the WASH team completes the defined activities while adhering to internal standards and contractual obligations; and that the program is completed on time, within budget and with acceptable quality.

Further objectives for the WASH DPM concern the capacity building and mentoring of staff; humanitarian needs identification through monitoring of the evolving situation; context analysis to contribute to the development of future programs; and internal coordination to reinforce AAH's integrated approach and reporting.

The WASH Program Managers' role is designed with the following purpose, engagement and delivery:

Purpose: Deputy WASH Program Manager (DPM) is responsible for running and supervising water, sanitation and hygiene programs at all stages of the project management cycle.

Engagement: Deputy WASH Program Manager is responsible for accomplishing the program objectives and outcomes within the contextual constraints.

Delivery: The Deputy WASH PM ensures the overall success of the program by making sure the WASH team completes the defined activities while adhering to internal standards and contractual obligations; and that the program is completed on time, within budget and with acceptable quality.

I. Essential job functions

1. To ensure implementation of emergency WASH

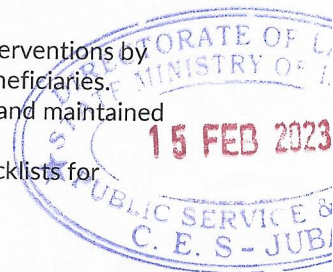
- Organize and plan field activities in close coordination with the PM water supplies and Cash & Markets, logistics and finance/administration.
- Develop technical guidelines, manuals, SOP and monitoring tools for hygiene and sanitation related activities for smooth implementation of program.
- Provide technical guidance to WASH teams so that activities are always justified and based on needs and gap analysis
- Contribute to program design and technical positioning in WASH interventions.
- Design assessment tools and lead the team to undertake assessments of water, hygiene and sanitation KAP surveys for target communities.
- Track the proposed indicators of WASH program and the impact of program on communities.
- Develop appropriate targeting criteria and mechanisms to ensure the needs of identified vulnerable groups are met.
- Develop a program plan, ensure its smooth implementation, and manage the team's performance of project tasks and activities that may include, but are not limited to:
- Construction or rehabilitation of water networks, gravity flow systems, wells or boreholes.
- Implementation of latrines or other sanitation facilities.
- Hygiene promotion and education.
- Develop and ensure the use of appropriate techniques and materials for hygiene promotion and training.
- Cholera prevention campaigns.
- Water treatment.
- Water trucking and emergency water supply.
- Water provision for irrigation.
- Carrying out of assessments and post-implementation monitoring.
- Geophysical analysis.
- Monitoring of sub-contractor work.
- Ensure appropriate design, construction and implementation of WASH hardware according to technical standards, as well as proper maintenance and use of WASH equipment.
- Manage the WASH team human resources and provide technical support, training and capacity building.
- Manage the program budget through the passing of timely orders, the preparation of monthly forecasts and the monitoring of expenditure.
- Identify and monitor risks, constraints or escalating issues, and inform the hierarchy accordingly.

2. To ensure ongoing context analysis with a focus on Water, hygiene and sanitation status and strengthen the quality of WASH programming in the MET sector

- Regularly review the effectiveness, impact and relevance of hard and soft ware of WASH approaches in relation to evolving contexts and propose amendments as appropriate.
- Provide backstopping on WASH context analysis and train the field team on the use of the assessment tools
- Develop and document a clear targeting and selection criteria for WASH program interventions by adapting WASH cluster/ACF methodologies for targeting and selection of WASH beneficiaries.
- Design and maintain databases to track indicators related to hygiene and sanitations and maintained the PHAST / CHAST & CLTS beneficiaries' record.
- Ensure ACF gender policy is fully addressed and followed by developing Gender Checklists for CLTS/PHAST/CHAST

3. To supervise and build the capacity of WASH field team

- Work closely with WASH PM and direct supervisor and or Deputy WASH HoD
- Directly leads WASH MET in an event the WASH PM is on break.
- Ensure WASH indicators and targets are completed on time, within budget and with acceptable quality and standards
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- Identify and monitor risks, constraints or escalating issues relating to the management of the program in the field, and inform the hierarchy accordingly
 - Ensure contractual activities are completed on time, within budget and with acceptable quality and standards
 - Work in close cooperation with all key stakeholders. Reviews and approves WASH officers work plans, reports etc. as a direct supervisor
 - Creation and training of management structures.
 - Capacity building of partners.
- 4. To lead in building the capacity of WASH teams and model mothers in WASH monitoring.**
- Lead in regularly building the capacity of WASH field teams including community change makers.
 - Facilitate capacity building trainings to WASH teams to enhance sustainability of hygiene and sanitation behavior change.
 - Actively contribute and or lead in development of WASH tools E.g., CLTS, PHAST, monitoring etc.
- 5. Collaboration and Coordination with Other Programs (FSL, Nutrition, Static bases) and partners**
- Ensure the coordination of the WaSH activities with WaSH, FSL and Emergency programs and among the staff of each department on various areas including training, resource use, data collection and analysis.
 - Promote and facilitate the integration of WaSH with Nutrition, FSL and Health programs
 - Share program information and strategies with other departments to ensure integration of activities as much as possible
 - Coordinate with national office and other Bases to ensure sharing of relevant information, best practices, knowledge and experience, resources, etc.
 - Reinforce collaboration with government line ministry and other partners at the state level.
 - Represent Action against Hunger externally and collaborate/coordinate with local authorities, counterparts, partners and stakeholders.
 - Actively participate in state level WaSH cluster and humanitarian coordination meetings in coordination with the Head of Base.
- 6. To regularly report on program activities**
- Deliver weekly/ monthly/ quarterly progress plan, briefs and reports to the WASH PM as well as any requested report.
 - Produce monthly APR related to WASH activities.
 - Contribute to program learning through documentation of lessons and best practices
 - Contribute in Mid-term and Post KAP reports.
 - Track the progress of activities, ensure the collecting of program indicators and provide on-time internal status reports and external donor reports.
 - Ensure that all data and information is updated, well organized and easily accessible; and that lessons learnt and best practice are capitalized.
 - Coordinate with other technical departments to ensure a common approach, synergy and sharing of information.
 - Analyze and report on the evolving humanitarian needs and provide clear recommendations for interventions.
 - Participate in the development of new proposals and the Action Against Hunger annual country strategy.

II. Supervisory Responsibilities

Supervises Wash Program Officers, Wash Assistant and Hygiene Promoters

III. Gender Equality Commitments

- Fostering environment that supports values of women and men's equal access to information.
- Provides an environment where women and men must be promoted based on the performance objectives.
- Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- Value and respect for all cultures.



- Promote and uphold the PSEA policy and procedures.

IV. Fiscal Responsibility

N/A

V. CONTACTS/KEY RELATIONSHIPS (internal & external):

- **Deputy WASH Programme Coordinator** : hierarchical relationship – technical support – exchange of information
- **PM or Head of emergency department:** reporting lines, support
- **Other Programme staff:** exchange of information and coordination (integrated approach)
- **WASH officers and field recruited WASH staffs:** direct supervision
- **HoD, Admin and Logistic:** reporting of security situation/incident, share coordination meeting to discuss about the issues and needs.
- **Local governmental and non-governmental partners:** exchange of information, coordination, training, supervision, influence on choice of technical options; coordinate with local authorities, ministries and partner agencies to capitalize on information and collection of data.
- **Local representatives of international aid organizations:** exchange of information.

VI. Physical Demands

- While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VII. Working Conditions, Travel and Environment

The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as required.

Must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

VIII. Required Qualifications and Professional Experience

- Degree /Diploma in WASH related studies (engineering, public health, geology, etc.)
- Further qualifications in engineering in development related contexts preferred.
- Working knowledge of at least English or French necessary, preferably both.
- Familiarity with GIS, data analysis software and water modeling software preferred.
- Professional, motivated, open, creative, mature, responsible, flexible, culturally sensitive.

IX. Required Skills & Competencies

- 1–2 years' experience in WASH Project Cycle Management
- Flexible attitude with experience in relief or development settings
- Good reporting skills
- Responsible, professional and organized
- Strong initiative, supervision ability and team oriented
- Excellent knowledge in Microsoft Office
- Excellent English verbal translation and communication ability
- Excellent communication skills in local language and preferably Arabic language
- Basic knowledge in GIS mapping

- Knowledge in cluster approach and WASH standard

X. Commitment Anti-Discrimination and PSEA

- We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, national origin, age, handicap, disability, marital status, or status as a veteran. The incumbent is required to carry out the duties in accordance with the Action Against Hunger Safeguarding policies (PSEA, Child safeguarding and Code of Conduct). Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

XI. SAFE GUARDING COMMITMENT

Action against Hunger has zero tolerance towards all forms of harm and abuse. We take concerns and complaints relating to safeguarding issues involving our staff, partners and suppliers very seriously. **We will take action to vigorously investigate and manage any violations or alleged violations of this policy**

To apply, please! Send your **Cover letter, CV, & ID card as one Document** with three professional References to recruitment@ssd-actionagainsthunger.org specifying **Deputy WASH Program Manager-MET:** as the title of your email, or hard copy Applications delivered to Action Against Hunger Office in Hai Cinema, near St James Parish.

The deadline for applications is **March 3, 2023 at 5:00pm.** We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

We will only receive, accept and consider all applications submitted through referred channels above, any applications submitted other than channels stated here in will not be accepted & considered.

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are encouraged to apply"

Apply"