

PHE OFFICER

JOB DETAILS

DIVISION: Impact	TEAM: Country Programme
LOCATION: South Sudan	CONTRACT TYPE: Fixed Term
GRADE: D zone 2	JOB FAMILY: Programme
SALARY: Choose an item. As per Oxfam's salary scale	HOURS: 40 Hours per week

TEAM PURPOSE: The PHE Officer is responsible for the implementation of WASH activities integrated with Protection, EFSVL, team-management of Project assistants, WASH community workers, volunteers/mobilizers, partner staff, casuals, and contractors. The PHE Officer will support the PHE TL in ensuring successful, quality, and timely implementation of the interventions. He/She will strive to work towards a holistic intervention cutting across different technical sectors (WASH, Education, Protection & Gender, Governance and EFSVL).

POST HOLDER REPORTS TO	Project Manager
JOBS REPORTING TO THIS POST	None
BUDGET RESPONSIBILITY	No

KEY RESPONSIBILITIES

- Provide WASH technical support to the project, field assessments, designing facilities, construction, and installation supervision, testing and commissioning of WASH facilities.
- Prepare technical drawings and BoQs for WASH facilities to ensure that installation and operations conform to the set technical standards.
- Prepare estimates, supply planning and monitoring WASH activity lines in the budget.
- Supervise and monitor implementation of the project activities closely with the local partners, local authorities, and selected contractors/suppliers.
- Integrate WASH in school activities within the established school hygiene clubs.
- Conduct assessment, mapping, repairs, and rehabilitation works for water systems targeted under the project.
- Conduct WASH in institutions related assessment and identify gaps to inform the interventions to be carried out.
- Work in close collaboration with other members of the Project team to ensure an integrated approach to meet the needs of a population (Education, EFSL, Protection, Gender, Advocacy).
- Produce realistic work plans, as well as procurement plans for all PHE and PHP activities ensuring that deadlines are in line with donor timeframes.
- Ensure that target Communities, community water structures, local authorities and partners are engaged and consulted during the entire project.
- Ensure that all programmes take gender, disabilities, and HIV issues fully into account. This includes the introduction of mechanisms to enable women and less able people to participate in decision making around sanitation work.

- Ensure that all programme activities are in line with minimum requirement laid out in OGB Minimum requirements for PHE and PHP in emergencies and Sphere standards

Reporting, Communications & Coordination

- Provide regular verbal and written reports to the PHE TL
- Liaise closely with all other thematic focal points within the project (Education, Protection, Governance and Livelihood) to ensure a cohesive and integrated approach is achieved.
- Actively participate in the field level WASH coordination forums.
- Represent Oxfam in meetings, community consultations and other forums as directed by the Project manager.

Staff Management

- Provide day to day management of contractors, casuals where necessary.
- Assess PHE team capacity level and suggest areas of improvement to the WASH (PHE) TL who will support in devising clear and concise capacity training schedules accordingly.
- To provide additional support to other humanitarian programmes as directed by WASH (PHE) TL, Programme Manager and Technical Coordinator. This may include capacity building and training in other programme Assistants and possible field visits on specific technical support and training to local partners.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam GB needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY** and **EMPOWERMENT** (read more about these [here](#)).
- Ensure you commit to our **ORGANISATIONAL ATTRIBUTES** (including adhering to [the Code of Conduct](#)):

1. BE COMMITTED TO OUR [FEMINIST PRINCIPLES](#), AND TO APPLYING THEM IN YOUR DAY-TO-DAY BEHAVIOUR AND YOUR WORK. BE READY TO KEEP LEARNING, WITH ACCOUNTABILITY TO THOSE WHO EXPERIENCE OPPRESSION AS A RESULT OF THEIR IDENTITIES, SUCH AS THEIR GENDER, RACE/ETHNICITY, DISABILITY, CLASS, OR LGBTQIA IDENTITY."

2. BE COMMITTED TO UNDERTAKING OXFAM'S SAFEGUARDING TRAINING AND ADHERING TO RELEVANT POLICIES, TO ENSURE ALL PEOPLE WHO COME INTO OXFAM ARE AS SAFE AS POSSIBLE.

EXPERIENCE, KNOWLEDGE & COMPETENCIES

Essential:

- **RELEVANT** Undergraduate degree qualification in any WASH discipline such as Civil, Water or Environmental or Public Health engineering.
- At least 3 years of **RELEVANT** experience as a PHE Officer working in South Sudan and implementing hardware WASH activities.
- Good assessment, monitoring and evaluating and planning skills to enable programme design and delivery.
- Experience of monitoring budgets.
- Experience of training staff and developing staff and partner capacity
- Good knowledge of Sphere standards, Humanitarian Accountability Principles, and Humanitarian needs assessment.

- Ability to understand complex security situations and adjust operations accordingly.
- Ability and willingness to live and work in conflict and remote field locations under basic conditions.
- Strong attention to detail. The ability to present concise reports, sometimes at short notice, reflecting the problems and possible solutions for situations.
- Proven experience as a team player and demonstrably cooperative with members of other teams, responding flexibly, with speed and accurately to queries and issues
- Diplomacy, good interpersonal and organizational skills, together with the capacity to remain calm under pressure and not lose sight of strategic priorities.
- Self-aware and able to assess own, team and other stakeholders' abilities and limitations.
- High level of computer literacy especially Word, Excel and Powerpoint.
- Commitment to Oxfam's principles and values of accountability, inclusiveness, and empowerment. This includes demonstrated experience of integrating gender and diversity issues into programmes.
- Good knowledge of written and spoken English.
- Experience of management/supervisory responsibilities
- Familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code, Oxfam International procedures, and other regulatory codes (e.g. Interaction Field Co-operation Protocol).
- Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts.
- Knowledge of local languages is an added value.

Safer recruitment: All offers of employment are subject to satisfactory references and appropriate screening checks (which can include counterterrorism, safeguarding and criminal records checks). You can find out what [this means here](#).

DBS CHECK REQUIRED Choose an item.

FOR HR USE ONLY

Graded and reviewed by:

Job Title:

Date: