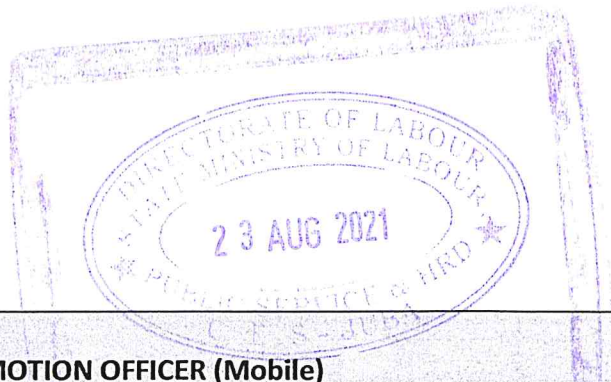




ACTED



VANCANCY
WASH - HYGIEN PROMOTION OFFICER (Mobile)

Position: WASH HYGIEN PROMOTION MOBILE OFFICER (1)

Department: Greater Equatoria programme.

Location: Mobile (based in Juba)

Issuing date: 23/8/2021

Closing date: 7 /09/2021

Duration: 6 Months

Approved
[Signature]
23/8/2021

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

Under the direct supervision of the Wash Senior Officer and CCCM Mobile Project Manager, the WASH officer will be responsible for Implementing the WASH component for Mobile CCCM programme in all areas of intervention. Key roles will include; identification of WASH gaps, requesting needed items from WASH Cluster through WASH pipeline, supervising, monitoring of WASH activities, training volunteers and project implementation in line with project requirements, donor requirement and ACTED guideline.

CHAIN OF COMMAND

Under the authority of:

- WASH Senior Officer
- Project Manager
- Greater Equatoria Project Coordinator
- Greater Equatoria Area Coordinator

Line Management:

- WASH Assistant
- WASH Monitor

WORKING RELATIONS

Internal:

- Senior WASH Officer
- Project Manager
- Area Coordinator
- FLATS (Finance, Logistics, Admin & HR, Security, etc)
- AMEU Department
- PD department
- Mobile staff members

External:

- Beneficiaries
- Donors related to the project
- Relevant national and local stakeholders
- National and international partner organisations

OBJECTIVES

To ensure the project is implemented in a timely and professional manner, according to objectives, goals and

indicators, in line with donor requirement and based on beneficiary needs.

DUTIES AND RESPONSIBILITIES

1. Project Planning

- a) Develop overall project implementation work plan with support from WSO and MCCCCM project manager;
- b) Support the WSO in organizing for project kick-off and close-out meetings whenever needed;
- c) Support the design and consolidation of IEC materials.

2. Project Implementation

- a) Assess WASH infrastructures and determine technical rehabilitation, reconstruction or repair works to be conducted;
- b) Draft order forms for technical specifications of inputs required for rehabilitation and other works;
- c) Lead on and conduct technical rehabilitation, construction and repair works on WASH
- d) Support the implementation of the Mobile CCCM WASH Component ensuring technical quality and standards are considered and respected during project implementation;
- e) Lead on and conduct community level WASH and Hygiene Promotion awareness campaigns;
- f) Conduct quick assessment on WASH needs in site of intervention;
- g) Work closely with Senior CCCM Officers and create joint BoQs for the response;
- h) Ensure that the project is implemented in accordance with relevant ACTED technical guidelines and standards;
- i) Anticipate and mitigate risks and trouble-shoot any unforeseen challenges during the project implementation.

3. Administration and Operational Management of Project Implementation

3.1. Finance

- a) Support the consolidation of procurement documentation;
- b) Support cash advance tracking and follow-up.

3.2. Logistics

- a) Contribute to the development of Procurement plans when requested;
- b) Send accurate and precise order forms in a timely manner and follow up;
- c) Ensure all relevant procurement steps are followed as of ACTED internal policies;
- d) Contribute to quality checks and procurement committees (if any) to finalise suppliers' selection according to applicable scenario;
- e) Confirm quality of material selection if and when applicable;
- f) Ensure a proper management and use of the project assets and stocks.

3.3. Administration/HR

- a) Participate in the recruitment of project technical staff (development of organograms, ToRs, elaborating the tests and reviewing them; interviews etc);
- b) Ensure that project staff understand and are able to perform their roles and responsibilities ;
- a) Follow-up the work plans and day-to-day activities of the project staff;
- b) Manage the project staff in cooperation with Human Resource Office;
- c) Ensure a positive working environment and good team dynamics;
- c) Ensure capacity building among staff in relevant sectors.

3.4. Transparency

- a) Ensure project records and documents (FLATs files, beneficiary list, donation certificates, attendance sheets etc) are adequately prepared, compiled and filed according to ACTED procedures;
- b) Ensure staff awareness of, and respect of, ACTED's code of conduct and FLATs procedures.

3.5. Security

- a) Ensure that each member of the project team is aware of security issues, policies, SOPs and they follow them accordingly;
- c) In cooperation with the relevant Security Department, monitor the local security situation and inform the Country Director or Area Coordinator and Country or Area Security Officer of developments through regular written reports;
- d) Contribute to the updating of the security guidelines in the project area of intervention.

4. External Relations

- a) Support, facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation;
- b) Work closely with WASH Cluster and follow all relevant procedures in response WASH items through the pipeline system;
- c) Cultivate good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings;
- d) Ensure that at all times contact with beneficiaries is conducted in a sensitive and respectful manner;
- e) Where relevant, liaise with donors and work closely with partners on project updates, site visits and other communication;
- f) Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others.

5. Quality Control

- a) Assess the activities undertaken and ensure efficient use of resources;
- b) Ensure lessons learned are documented, shared and reflected in project planning and decision making;
- c) Advise on, and assist with, project reviews conducted by AMEU;
- d) Ensure quality control, analysis of added-value and impact, identification and capitalization on best practices and lessons learnt and provide relevant feedback for new project development;

6. Reporting

- a) Provide regular and timely updates on progress and challenges to supervisors and other team members;
- b) Prepare and share weekly updates regarding the implementation;
- c) Draft (internal) narrative reports and share with project manager on timely manner;
- d) Contribute to drafting of (external) project progress reports, ensuring the quality and accuracy of technical information provided.

Professional Qualifications



- Minimum Diploma in Engineering (Civil, Water) or university degree in Public health with technical knowledge of fixing broken Boreholes water taps etc;
- At least 2 years of experience in aligned Field;
- Technical expertise and knowledge in WASH with proven track record on Project Cycle Management;
- Experience in partnership building and coordination with the donors, NGO and local Community organizations;
- Experience on coordination with WASH Cluster;
- Perfect verbal and /or written communication in English and Arabic;
- Demonstrated strong analytical, managerial, leadership, communications and interpersonal skills;
- Ability to work well and punctually under pressure;
- Willingness to spend 4-6weeks in an area of intervention;
- Willingness to take up a position post and residence in a fragile context;
- Experience with capacity building and training of field staff, farmers/community members;
- Basic awareness of logistics / financial procedures;
- 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;
- Ability to work with a diverse community.

Key Performance Indicators

- % of milestones completed on time as per the original Work plan
- Project completed on time without the need for NCE
- Project completed within budget flexibility (not requiring budget amendment for the budget lines)
- % of contractual performance indicators achieved
- Project records and documents (beneficiaries list, attendance sheets, payment sheets) are available for all projects
- Positive monitoring and evaluation reports (internal and external)
- # of capacity building conducted to staff and committees related to the project
- # of WASH Toolkits created

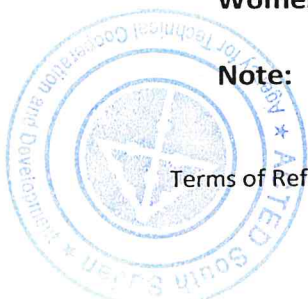
HOW TO APPLY:

All applications should be Submitted in English together with copies of updated CV, cover letter, academic documents and national ID card to ACTED Country office at Hai Cinema, plot No. 64 Juba located behind Concord Hotel Next to Solidarites International Juba, addressing to Equatoria Admin and HR officer

Or alternatively via email: To equatoria.admin@acted.org Or equatoria.adminassistant@acted.org Please Indicate in the subject line of your email the position you are applying for Not later than 7th September, 2021. By: 5:00 pm

Women are strongly encouraged to apply.

Note:



Applications once submitted are not returnable, therefore, apply with copies of your documents. Only shortlisted Candidates will be contacted for an interview.

