



AFRICA DEVELOPMENT AID

50-H-3
Approved by
Mol 22/10/2021



Plot No. 379, Block 3K South, 1st Class
Tongpiny, Opp. Medair, P.O. Box 122
Juba, South Sudan
Tel: +211920222200 / +211916633416 / +254722114999
Email: ed@adadevelopment.org / yior.ada@gmail.com

Vacancy Announcement

Organization	Africa Development Aid (ADA)
Position/title	WASH Programme Manager - South Sudanese national only
Reporting to	WASH Programme Manager reports to the Head of Programme
Programme duty station	Juba, the Capital of South with frequent travel to the field
Work with	HR & Admin Manager and Finance departments
Duration	Six (6) Months with possibility for extension depending on performance
Number of vacant	(01)
Date of the advert	Friday 22 nd Oct, 2021
Starting date	Applications will be reviewed on rolling basis.

1.0. Organizational Context:

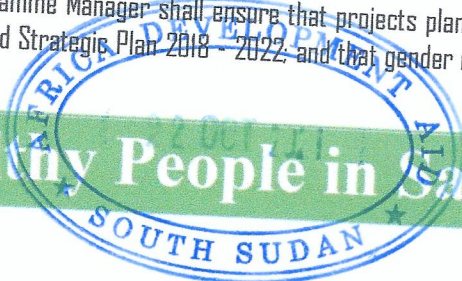
Established in in 2012, Africa Development Aid (ADA) is an expanding and vibrant South Sudanese Humanitarian and Development National NGO operating in Upper Nile, Jonglei, Unity, Eastern and Central Equatoria States. At ADA, we work with vulnerable communities to realize their full potentials and build resilience to create environments in which local population can thrive. We work to prevent and overcome situations that adversely affect community well-being by reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming.

For the past 8 years ADA has strengthened rural livelihoods through Food Security & Livelihoods, environmental awareness training, S/NFIs and WASH, Peace building, access to justice for women and human rights, child protection and Education. ADA has had enormous humanitarian projects in pursuit of a peaceful, self-reliant, and improved future. Our past and current donor portfolio includes the IDI, CARITAS Germany, ZOA, SSHF, CAFOD, Christian Aid, Tearfund, and EU among other strategic and potential partners. ADA is a vibrant and dynamic humanitarian & Development national non-governmental organization experiencing steady growth and building experience in working with communities in the most remote area across the country. ADA offers sound employment conditions with opportunities for personal growth and career development.

Motivated by the Motto: "Secure Health People in Safe Environment" Africa Development Aid is committed to promoting community awareness on water borne diseases particularly during this flood disaster and beyond. In addition to promoting sustainable economic and social development by working with local communities through relief and development activities. ADA aim to help the needy regardless of their race, political affiliation, creed or gender. In this regard, Africa Development Aid, South Sudan programme is looking for a motivated, experienced and talented candidate to fill the position of "WASH Programme Manager" to manage and implement all ADA's WASH related projects in South Sudan.

Under the supervision of the Head of Programme, the WASH Programme Manager, will support WASH programming including training of WASH officers, Hygiene Promoters, Water Users' Committees among others in addition to project design and proposal development, donor reporting in complete adherence to donor's requirement and ADA standard of reporting. The WASH Programme Manager shall ensure that projects plans are in place and kept updated as per the objectives of the project and Strategic Plan 2018 - 2022; and that gender mainstreamings are reflected in the project for inclusion purposes.

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2.0. Summary of Job description

The Water, Sanitation & Hygiene (WASH) Program Manager (PM) 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.

2.1. Key Responsibilities

Summary of the job: Under the guidance of the WASH Officer, the incumbent will be responsible for technical leadership and support of WASH project. The WASH Programme Officer will provide timely technical support in term of analysis, planning, implementation, monitoring, evaluation and timely reporting to Christian Aid and any other partner (s) on timely manner. The WASH Program Officer ensures that water, sanitation, and hygiene project, programs, and awareness are implemented effectively, professionally, and in accordance with the culture and practices of the local population.

2.2. Job description;

- Advising the WASH team in water, sanitation and hygiene promotion programming, in broad coordination with other sectors
- Ensuring quality and integrity of implementation, including adherence to technical guidelines, administrative systems, and established deadlines
- Identifying and addressing staff capacity building opportunities
- Evaluating the relevance and appropriateness of current and future programming in relation to water, sanitation and hygiene promotion in the local context
- Advising on mainstreaming gender, protection, and DRR in project and program activities
- Assisting in the preparation of the WASH proposals
- Conducting inquiries to evaluate the costs for WASH project
- Preparing the activity plan and monitoring and evaluation system for the proposal
- Analyzing the baseline study data to determine the underlining needs of the beneficiaries
- Undertaking staff capacity building in the use of mapping tools
- Contributing to contingency planning for possible WASH emergency response if required
- Contributing to the preparation of internal and external reports for the NGO and donors, including expenditure plans and situation reports (SitReps)
- The incumbent may perform any other duty (ies) as may be directed by the line manager.

3.0. The general duties of the employee will be as follows;

- To abide by all grant regulations imposed on ADA, if applicable to an assigned project, and agreement bound by ADA's policies and procedures.
- To abide by all the regulations stipulated in the HR Policies.
- To carry out all the duties under your responsibilities.
- To accurately complete and submit a timesheet verification of all pay period worked.
- To carry out other duties and responsibilities assigned by employee's direct supervisor.
- To maintain confidentiality on matters or information pertaining to ADA that should not be disseminated within or without.



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3.1. Specific responsibilities of the employee:

- Write project proposal independently and raise fund for the department
- Work in a collaborative manner with partners/donors and initiate or attend meetings where funding opportunities are discussed.
- Responsible for the monthly financial close and reporting including standard financial statements and grant level reporting.
- Draw a comprehensive work plan that outline in details all key activities and the implementation time frame
- Keep track of the project indicators to inform the Monitoring, Evaluation and Learning
- Manage WASH department and be responsible for staff performance appraisal and (timesheet reporting at the end of each month).
- Partake in annual audit by ensuring that all accountability and supporting documents for each activity is kept and shown as evidence during the audit. .
- Maintain and monitor effective filing for all the project documents both electronics and hard copies for easy reference
- Manage department staff leave and attendance for performance management
- Coordinate with sub-offices particularly the field basis to ensure there is adequate flow of information during the implementation.
- Do any other task (s) or assignments as may be delegated by the Supervisor or his/her designee

4.0. Key Qualifications and Competencies:

- Minimum university degree from a recognized university in Public or Environmental Health, Water Engineering including practical experience in drilling and water treatment techniques
- A minimum of Five (05) years working in WASH particularly in humanitarian context
- Ability to develop a compelling WASH project proposal
- Fluency in English and Arabic
- Knowledge of South Sudan Humanitarian Fund Cluster's procedures and reporting;
- Refined training and facilitation skills, especially in cross-cultural environments;
- Proven abilities in managing successful community-based projects;
- General understanding of project management and monitoring techniques;
- Proven analytical, problem-solving skills and comfortable working under minimal supervision;
- Energetic and motivated skills in community mobilization, training, and team-building;
- Highly organized, efficient, and able to meet key deadlines;
- Highly developed inter-personal skills/inter-cultural sensitivity;
- Proficient in typing, MS-Word, Microsoft Excel, Power Point Presentation and email/internet programs; and
- Must have excellent oral and written communication skills.

5.0. Personnel Skills:

- Strong writing skills
- Viewed as a person of integrity in the community
- Ability to mobilize the communities with aim to make the local authority and traditional leaders and their subjects understand key issues pertaining Water Hygiene and Sanitation (WASH) and how important it is to the life of the communities
- Ability to work closely and effectively with clusters and government partners





- Strong inter personnel skills & ability to communicate effectively in both English, Arabic and ability to speak local languages used by the indigenous of the selected project location
- Diplomacy tact and negotiation skills
- Ability to work under stress

6.D. Desirable

- Knowledge of Humanitarian Accountability Principles
- Experience of working in humanitarian with EU or with EU funded project, USAID, INGOs/NGOs or Government agencies in the same capacity.
- Be conversant with South Sudan WASH cluster's procedures
- Willing to travel and work in the field where project activities are being implemented
- Knowledge of local language is an added advantage
- Have strong sense of accountability to both beneficiaries and the donors
- Must have a good working skills of the basic computer packages (Microsoft words, excel and PowerPoint)
- Strong communication skills at a level appropriate for high level external representation and ability to tailor communications to different audiences
- Be willing to work in a team environment, travel and stay overnight at project site



7.D. Attitudes

- Proactive and takes initiative.
- Flexibility
- Reporting experience, problem solving and diplomatic skills
- Respect when dealing with others.
- Ability to solve complex mathematical and other coding problems including algorithms
- Identify him/herself with the mission, vision and values of ADA
- Multi-tasking

8.D. Objectives of the position

Water, sanitation and hygiene (WASH) is at the centre of this ambitious new agenda – with a distinct sector goal (SDG 6) that envisions universal, sustainable, and equitable access to safe drinking water, sanitation and hygiene, as well as the elimination of open defecation by 2030

This is a challenging opportunity for a dedicated and highly motivated professional. Please submit your application to **HR & Admin Department** or send through duop.cada@gmail.com or bring hardcopies of your updated CV with valid contacts of three referees, letter of application and academic credentials in sealed envelope to ADA Office in Thongpiny, Theo Road, opp. Medair Country Office. Or call **+211916222249** for direction. Clearly quote the position and the preferred location in the application and or on the envelope.

ADA is an equal opportunity employer. However, this position is only for South Sudanese nationals

Deadline for this advert is Monday the 12th Nov 2021 by 4:30PM

Female candidates are strongly encouraged to apply!

