

JOB VACANCY – INTERNAL & EXTERNAL

Vacancy No: RWC-Long-2023-05 -23-101 N



ROLE PROFILE

Title: Roving WASH Coordinator

Location: Longechuck, South Sudan
With frequent travel to the other field locations

Eligibility: Non-Relocatable South Sudanese National only (with ability to travel to all RI locations in country)

* This role is classified as requiring advanced pre-employment checks

1. Accountabilities

Department: WASH

Reporting to: Program Director

Direct reports: N/A

Budget responsibility: N/A

2. Context

About Relief International

RI is active in 15 countries around the world, including some of the most fragile: Afghanistan, Bangladesh, Iran, Iraq, Jordan, Lebanon, Myanmar, Pakistan, Philippines, South Sudan, Sudan, Syria, Turkey, and Yemen. Often, RI is the only organization providing assistance to highly vulnerable communities.

Globally RI employs about 5,000 staff and auxiliary workers
97% of staff are local nationals and about 90 international (expat) staff

About South Sudan Country Program

Relief International (RI) has been active in South Sudan since 2006 and operating across the Upper Nile State meeting the needs of the most vulnerable communities. In addition to its head office in Juba, RI operates six field offices in the counties of Maban, Longechuk, Maiwut, Renk, Melut and Nasir in Upper Nile. We deliver an integrated response to the humanitarian crisis in the Upper Nile State, directly providing life-saving Health and Nutrition, WASH, Economic Opportunity and Protection services through a conflict sensitive approach to refugees, IDPs, returnees and rural host communities, targeting particularly at-risk individuals and households. Given the fluidity of the emergency in South Sudan, Relief International's response has remained highly flexible, responding to people's most pressing needs.



Africa/ Asia Region

RI operates in nine countries in the Africa/Asia region: Afghanistan, Bangladesh, Iran, Myanmar, Pakistan, Philippines, Somalia, South Sudan, and Sudan, with a focus on the four RI sector pillars: Health, WASH, Education and Economic Opportunity. We employ more than 3,000 staff (direct and indirect) in the Africa/Asia region and implements a range of emergency response and development programs valued at approximately \$55 million USD on an annual basis.

3. Purpose of the role

The key focus of the role is to manage and oversee RI's South Sudan WASH Programme. The Roving WASH Coordinator will provide technical oversight, quality control and project management in the design, implementation, monitoring and evaluation of all WASH interventions and will provide support on both hardware and software project components. S/he will maintain and improve established systems & structures required for the effective timely implementation of quality water, sanitation and hygiene promotion projects. S/he will ensure that WASH projects are implemented in line with project proposals and plans - on time, within scope and budget and ensuring quality and adherence to national and international guidelines. The Roving WASH Coordinator will take a lead with the Programme Director in developing RI south Sudan's WASH strategy. S/he will promote collaboration and coordination with National WASH cluster, government offices, and other stakeholders.

4. Key responsibilities

Programme/Project Management:

- Manage and oversee all WASH projects for Relief International
- Ensure strong project management of all WASH interventions so that projects are designed and implemented on time, within scope and budget and achieve high quality outputs.
- Ensure that all WASH projects are technically strong, provide technical support and advice to teams and ensure quality WASH programming
- Participate in developing concept notes, proposals and budgets for WASH projects Lead and oversee WASH assessments and planning responses in existing and potential Programme areas
- With the Programme teams, develop a work plan, M & E plan and a procurement plan for each project based on the funded proposals
- Ensure management of grants and compliance to donor requirements
- Ensure that all WASH programmes are implemented in line with national and international guidelines, protocols and standards

- Oversee the implementation of WASH assessments in existing and potential Programme areas
- Work closely with the Programme Director to bring innovative approaches to WASH interventions
- To ensure creative and holistic approach to WASH programming, assist the team in finding ways to integrate/link and combine hygiene & health promotion, water and sanitation facilities design, construction & maintenance, with Health, Nutrition, Livelihoods and food security and protection

Reporting

- Ensure all WASH Programme reports for donors and RI are delivered on time and to the high quality expected
- Review and provide feedback to draft reports produced by field based project managers to develop their capacity
- Provide internal monthly reports to the Programme Director

Coordination and Leadership:

- Participate proactively and contribute in the WASH Cluster Coordination meetings and all other external WASH forums as required and develop networks with relevant WASH actors
- Share information on RI activities and interventions and promote good relations and collaboration with other actors, ensuring that RI has a strong profile for its WASH interventions

Monitoring, Evaluation and Learning:

- Ensure that a strong monitoring and evaluation system is in place and manage the system, ensuring that project teams understand their role in implementing the system
- Ensure that Programme data on key WASH indicators is collected, analyzed and reviewed and responded to on an ongoing basis.
- Adapt and improve the existing Programme on an ongoing basis, based on careful review of monitoring and evaluation findings and discussion with the Programme Director and WASH teams.
- Regularly report on Programme outcomes, activities, processes and lessons learned and ensure that they are incorporated into future programming



- Work with the team to identify and document project learning and success stories, disseminate learning and ensure it is used in future programming and retained as part of organizational learning and knowledge management

Financial Management:

- Develop budgets for project proposals and ensure that budgets are compliant with RI's and donor's specifications
- Manage the WASH budget, supporting field teams to ensure correct management and expenditure and ensure that budget utilization is in line with the approved budget
- Support Programme staff in budget management through reviewing the management accounts on a monthly basis
- Ensure that project expenditure is undertaken in line with finance policies and procedures, and that resources are optimally utilized.

Staff Management

- Support the timely recruitment of staff and induct, train, mentor and supervise staff as needed
- Oversight of and technical responsibility for field based WASH staff, ensuring they implement projects on time, within scope and budget and achieve quality outputs
- Contribute towards staff performance development review for the WASH staff. Identify appropriate staff development needs and give recommendations to the Programme Director

Logistics

- Ensure that project teams plan and clearly outline the quantities and specification for all required WASH materials well in advance and liaise with the operation department to ensure details and timelines are well understood
- Coordinate regularly with the operation department to monitor ongoing procurement

Networking and Representation

- Represent RI at WASH cluster meetings
- Liaise with Government representatives, UN partners and humanitarian actors needed to establish and support RI's projects, and represent RI at selected national level technical working groups and forums.

Other:

- Perform other duties appropriate to the position as assigned by the Programme Director
- **PERSON SPECIFICATION**

Culture and conduct

- Demonstrate and uphold RI's values, ethics and compliance, and diversity, equity and inclusion
- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve
- Support systems that prevent sexual exploitation and abuse and promotes the implementation of the Code of Conduct and safeguarding policies

Support other compliance related activities as directed by supervisor



5. About you.

Skills, knowledge and experiencee required for the role.

Essential criteria

- Qualifications in a discipline related to WASH, Civil Engineering and/or Environmental Health
- At least 3 years' experience in related role, with INGO sector.
- Practical experience in construction of water and sanitation facilities (borehole drilling, hand dug wells, low cost sanitation etc.) sustainability of water points, training of Water user committee, local pump mechanics and Home Health promoters.
- Proven success in implementing community based and led hygiene and sanitation behavior change including PHAST training, Community Led Total Sanitation, C2C, etc.
- A proven record of effective project and people management.
- Experience in leading WASH assessments
- Good capacity in community mobilization and knowledge of participatory approaches.
- Experience with water testing and analysis.
- Excellent teamwork skills and the ability to build good relations both internally and externally.
- Experience in report and proposal writing.
- Proven financial management skills.
- Familiarity with logistics, HR, Finance, and administrative processes.
- Ability to work under pressure, handle a varied workload and multi task.
- Flexible, adaptable and patient.
- Sound IT skills, including MS-Word and MS-Excel.



Desirable criteria

- ~~Ability~~ skills and strong organizational skills
- ~~Knowledge~~ of legislations of South Sudan and general compliance regulation
- ~~Ability~~ to speak local languages in Upper Nile, Arabic strongly desired
- ~~Positive~~ open minded and solution oriented

6. RI Values

Guided by the humanitarian principles of humanity, neutrality, impartiality, and independence, as well as "Do No Harm," Relief International Values:

We value:

- Integrity
- ~~Acceptability~~
- ~~Collaboration~~
- Industry
- ~~Sustainability~~

Note:

The role of the **Roving WASH Coordinator** cannot be limited to the specific duties and tasks detailed herein. The success of the RI humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the **Roving WASH Coordinator** will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required

7. How to apply

Aspiring applicant should submit their motivational letter and copies of academic documents in seal envelop clearly marked Roving WASH Coordinator **NO. RWC-Long-2023-05 - 24-101 -N** at Relief International office in Longechuk, *Ulang*

Or by Email to; recruitments@ri.org

Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received

Deadline: June 12, 2023, 5 pm SSD local time.

- Females are highly encouraged to apply

Only shortlisted applicants will be contacted.





Relief International has a zero-tolerance policy for unlawful harassment, sexual exploitation and abuse. Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment.

All staff are expected to abide by our Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.



[Handwritten signature]
30-5-2023



Approved by RRC Ulang