



Charity and Empowerment Foundation

50.H.2
Approved



Position: **WASH OFFICER**
Locations: **TONJ SOUTH COUNTY, WARRAP STATE, SOUTH SUDAN**
Number of posts: **01**
Length of Contract: **8 months with possibility of extension depend on funding availability.**
Application Start: **03/05/2023.**
Application End: **19/05/2023**

Organization Background

Charity and Empowerment Foundation (CEF) is a non-Governmental and not for profit organization addressing the most urgent and pressing needs of the vulnerable members of the society. The aim of forming CEF is to lead positive social change by empowering communities to improve their health living conditions, fight poverty, illiteracy, and discrimination against women. CEF support education by establishing temporary learning spaces, construct gender segregated pit latrines. CEF train teachers, PTAs, and SMCS. CEF engage communities to increase enrolment in both pre-primary and primary education. CEF establishes caregiver groups, trains school mentors, and conduct school-based campaigns to promote enrolment of out of school. CEF provide dignity kits for adolescent girls, provide scholastic materials (books, mathematical set, pens, schoolbags, and pencils) to the most vulnerable pupils, conduct public awareness campaign for girl child education and BTL.

PROJECT OVERVIEW.

Charity and Empowerment Foundation (CEF) is a non-Governmental and not for profit organization addressing the most urgent and pressing needs of the vulnerable members of society. The aim of forming CEF is to lead positive social change by empowering communities to improve their health living conditions, fight poverty, illiteracy, and discrimination against women. Currently, CEF is implementing South Sudan Joint response refer as SSJR Project (WASH program) in Tonj East County in partnership with Save the Children and is looking for a qualified South Sudanese to fill the position of WASH officer to be base in Tonj South County, Warrap State.

Scope of Work

The WASH Officer provides professional technical, operational, and administrative assistance throughout the WASH programming process, through the application of theoretical and practical technical skills in researching, collecting, analyzing, and presenting program information while learning organizational rules, regulations and procedures to support the development, implementation and monitoring of the WASH output results of the Country Program.

Main Duties and Responsibilities.

Summary of key functions/accountabilities:

1. Program development and planning
2. Program management, monitoring, and delivery of results

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1st Floor Yaro Plaza, Addis-Ababa Road-Hai Cinema, Juba-South Sudan Tel:+21 1929991080.





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3. Technical and operational support for program implementation
4. Humanitarian WASH preparedness and response
5. Networking and partnership building
6. Innovation, knowledge management and capacity building

Program development and planning

- Research and analyze regional/national political, WASH, health, and social and economic development trends. Collect, analyze, verify and synthesize information to facilitate programme development, design and preparation.
- Prepare technical reports and inputs for program preparation and documentation, ensuring accuracy, timeliness and relevance of information.
- Assist in the development/establishment of WASH-related outcome and output results, as well as related strategies, through analysis of WASH sector needs and priorities.
- Provide technical and administrative support throughout all stages of programming processes by executing/administering a variety of technical program transactions, preparing materials/documentations, complying with organizational processes and management systems, to support progress towards the WASH-related outcome and/or output results in the Country Program.
- Prepare required documentations/materials to facilitate review and approval processes.

Program management, monitoring and reporting

- Work collaboratively with internal and external colleagues and partners to collect/analyze/ share information on implementation issues, suggest solutions on routine program implementation and alert appropriate officials and stakeholders for higher-level interventions and/or decision. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, program reviews and annual sectoral reviews with government and other counterparts and prepare minutes/reports on results for follow up action by higher management and other stakeholders.
- Monitor and report on the use of sectoral program resources (financial, administrative and other assets), verify compliance with approved allocations, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on issues identified to enable timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare inputs for program and donor reporting.



Technical and operational support for program implementation

- Undertake field visits and surveys, collect, and share reports with partners/stakeholders. Report critical issues, bottlenecks, and potential problems to supervisor, for timely action.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of CEF policies, strategies, processes and best practices in WASH, to support program implementation.

Humanitarian WASH preparedness and response

- Draft inputs for the preparation of WASH emergency preparedness, including the drafting of required supplies and services, long-term agreements, partnership agreements, and coordination mechanisms.
- Study and fully understand CEF's procedures for responding in an emergency.
- Take up support roles in an emergency response and early recovery, as and when the need arises.

Networking and partnership building

- Build and sustain close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate program implementation and build capacity of stakeholders to achieve WASH output results.
- Draft communication and information materials for WASH program advocacy to promote awareness, establish partnership/alliances and support fund raising for WASH.
- Participate in inter-agency meetings/events on WASH programming to collaborate with inter-agency partners/colleagues on CEF operational planning and preparation of WASH programs/projects and to integrate and harmonize CEF output results and implementation strategies with CEF development and planning processes.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

Innovation, knowledge management and capacity building

- Assist in the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems).
- Assist in the preparation of learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development.



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Assist in creating and delivering learning opportunities for CEF WASH staff, to ensure our sector capacity remains up to date with the latest developments.

- Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

IMPACT OF RESULTS

The support provided by the WASH Officer will enable the Country Office to achieve the WASH-related output results of CEF program. This, in turn, will contribute to the achievement of the outcome results of CEF Country Program Document.

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

- Communication
- Working with people
- Drive for results

Functional Competencies:

- Formulating strategies and concepts
- Analyzing
- Applying technical expertise
- Learning and researching
- Planning and organizing.



Qualification Requirements

Education:

University (first) degree in public health, social sciences, behavior change communication, sanitary engineering or other specialist field related to WASH is required.

Experience:

DEVELOPMENTAL: 5 years of professional work experience in WASH-related Programmes in emergency context.

Language Requirements:

Oral and written proficiency in English is required. Knowledge of another official UN language or a local language is an asset.

Technical requirements:

Basic knowledge of four of the eight components:

- Rural water supply for low- and middle-income countries - including water safety, sustainability.
- Rural sanitation for low- and middle-income countries, including sustainability; applying CATS principles.
- Urban sanitation for low- and middle-income countries, including sustainability.
- Handwashing with soap
- WASH-in-Schools and Health Centers
- Menstrual hygiene management
- National government WASH policies, plans and strategies.
- Analysis of national budgets and expenditure for basic WASH, and related advocacy

Basic knowledge of two of the four components:

- Program/project management
- Capacity development
- Knowledge management
- Monitoring and evaluation

Basic knowledge:

- Human rights and WASH
- Gender equality and WASH
- Excellent spoken and written English and Arabic including local language is an advantage.





- Ability to work independently and in a difficult environment.

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Shortlisted candidates will be contacted for an interview, please share your CVs only.

- We encourage locals to the community to apply.
- Qualified female candidates are encouraged to apply for this position.

To apply for this role please send your CV and Cover letter most preferably and credentials.

by email to the address: cef.jobs@cef-ss.org and copy malual.runrach@cef-ss.org.

with subject title, **APPLICATION FOR THE POST OF WASH OFFICER** or hand delivered to 1st Floor Yaro Plaza, Addis-Ababa Road-Hai Cinema, Juba-South Sudan Tel:+211929991080. <https://cef-ss.org>. Email: admin@cef-ss.org OR Tonj South FIELD OFFICE LOCATED BEHIND FIRE BRIDGATE ALONG AIRPORT.

Important Notes 1: This position is **NOT** relocatable, and the candidate is field based for a lengthy period of 8 months.

Important notes 2: Reference checks will be made for successful candidate in due respect of code of conduct and PSEA/SEAH issues.

Importance notes 3: Charity and Empowerment Foundation does not charge any fees in it recruitment process and therefore we urge applicants to ignore anybody asking financial favors in exchange for job on behalf of Charity and Empowerment Foundation.

Please note that this position is open to South Sudanese national only.



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