



## VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified South Sudanese National to fill in the position of WASH Officer -Juba -01 position

Position open date: June 29<sup>th</sup>, 2020.

Closing date: July 05<sup>th</sup>, 2020.

Expected Start date: Immediately.

Contract Duration: 6 Months.

Location: Juba.

### TASK & RESPONSIBILITIES

The WASH Program Officer ensures that water, sanitation, COVID-19 and hygiene project, programs, and awareness are implemented effectively, professionally, and in accordance with the culture and practices of the local population.

#### **Objective 1: Implementation of technical WASH strategy**

The WASH PO- is responsible for:

- a) Participate on developing WASH strategy
- b) Implementation of WASH strategy
- c) Evaluate use of the different WASH tools and propose updates.

Key activities & responsibilities to achieve this objective:

- ❖ To organise an participate the strategy workshop for all the WASH staff in base level and give input for country strategy together with PM.
- ❖ To support the proposal writing according to the South Sudan country strategy together with PM.
- ❖ Evaluate and ensure the proper use of the different tools of the WASH program and propose updates.

#### **Objective 2: To assist in planning and organizing of the WASH activities**

The WASH PO- is responsible for:

- a) Plan and implement the monitoring and evaluation activities
- b) Ensure the quality of project cycle management
- c) To organize and implement Emergency response for WASH needs

Key activities & responsibilities to achieve this objective:

- ❖ To assist the PM in the management and supervision of WASH hardware team: recruitment, training, follow-up and evaluation, leaves, team movement plans, attendance charts.
- ❖ To assist the PM in designing the program of activities/ activity plans for the WASH team.

- ❖ To track activity progress and to provide weekly updates to the PM.
- ❖ Participate in the selection of the program sites and beneficiary identification.
- ❖ Assist the PM in organizing the logistic issues necessary for the smooth running of the program: logistics internal order forms, monthly inventory lists, follow up of supplies, etc.
- ❖ Ensure beneficiary/stakeholder ownership and create mechanisms of community based monitoring of all construction activities, where direct supervision is not possible.

**Objective 3: To ensure proper data collection, analysis and reporting**

- a) Regular internal and external data collection or organizing the data base
- b) Planning and implementing the KAP surveys and writing the reports
- c) Training the staff on data collection.

**Key activities & responsibilities to achieve this:**

- ❖ Ensure the quality of data collection according to the indicator in proposals.
- ❖ To follow-up and facilitate and facilitate the collection of all WASH data and indicators, ensure proper entry, analysis and reporting. This will be done in accordance with the PM.
- ❖ To create and maintain good quality databases for collected information from the field.
- ❖ To participate in the WASH reporting (monthly, quarterly and annual reports, sentinel sites bulletin, survey reports, etc.) in collaboration with the PM and to ensure this is done on a timely basis.
- ❖ To participate in writing of donor reports (quarterly and final reports).
- ❖ To assist in the development and implementation of KAP and sanitary surveys -etc.

**Objective 4: Human Resource Management and capacity building of ACF staff and Partners' staff**

- a) Evaluation of the skill level and technical competence of the ACF WASH teams
- b) Identification of training needs
- c) Skills development for ACF colleagues in his/her programmes
- d) Ensuring the quality and pertinence of training programmes established for the ACF teams.

**Key activities & responsibilities to achieve this:**

- ❖ To assist the PM in the management and supervision of WASH staff: recruitment, training, follow-up and evaluation, leaves, team movement plans, attendance charts.
- ❖ To plan and implement the staff capacity building according to the evaluation needs.
- ❖ To assist the PM in the organization of workshops and training for the WASH team on technical guidelines for each activities.
- ❖ Provide training and/ or technical guidance to the government/stakeholders for identification of community needs and projects and establishment of sustainable mechanism for government-community interaction.
- ❖ Support communities in drafting Local Government Funds proposal and provide required follow-up for the implementation.
- ❖ To follow up on training effectiveness.

**Objective 5: To collaborate with all ACF-USA departments and the local authorities and Partner agencies at state and field level**

- a) Coordination and exchange of information
- b) Collaborate with partner agencies, local authorities and the ministry

c) Represent ACF-USA in any relevant meeting as directed by PM

**Key activities & responsibilities to achieve this:**

- ❖ Collaborate with the local authorities for support of the activities including selection of sites, population information and maps; and the implementation of the activities within the communities.
- ❖ Collaborate with the potential partners on the field (line ministry, other ministries of GOSS, RRC, health centres, local committees, NGOs and NNGOs).
- ❖ Participate in other sectoral (nutrition, food security) programs/activities.
- ❖ Represent ACF-USA in any relevant meeting as directed by PM/Fieldco
- ❖ To coordinate inter-departmentally with the nutrition and food security teams to capitalize on information and collection of data for integrated program planning purposes.
- ❖ To coordinate with local authorities, ministries and partner agencies to capitalize on information and collection of data relevant to the projects.

**GENDER EQUALITY COMMITMENTS**

- Fostering environment that supports values of women and men’s equal access to information.
- Provides an environment where women and men must be promoted based on the performance objectives.
- Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- Value and respect for all cultures.
- Promote and uphold the PSEA policy and procedures.

**INTERNAL & EXTERNAL RELATIONSHIP**

<b>Internal</b>	<ul style="list-style-type: none"> <li>▪ <u>WASH Programme Coordinator</u>: hierarchical relationship – technical support – exchange of information</li> <li>▪ <u>DPM, PM and Fieldco</u>: reporting lines, support</li> <li>▪ <u>Other Programme staff</u>: exchange of information and coordination (integrated approach)</li> <li>▪ <u>WASH staffs</u>: direct supervision</li> <li>▪ <u>HoB, Admin and Logistic</u>: reporting of security situation/incident, share coordination meeting to discuss about the issues and needs.</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>▪ <u>Local governmental and non-governmental partners</u>: exchange of information, coordination, training, supervision, influence on choice of technical options; coordinate with local authorities, ministries and partner agencies to capitalize on information and collection of data.</li> <li>▪ <u>Local representatives of international aid organizations</u>: exchange of information.</li> </ul>

**REPORTING RESPONSIBILITIES**

- Weekly contribution to project sitrep
- Monthly field activity report to WASH DPM
- Monthly & quarterly donor reports as required by each grant (only information to DPM)
- Monitoring and evaluation report
- Follow up databases and update it

## POSITION REQUIREMENTS

### QUALIFICATIONS

- Bachelor Degree or Diploma in Engineering/ Public health with 3 years' experience in WASH programme supporting both recovery and emergency programming.

### SKILLS & EXPERIENCE

ESSENTIAL	<ul style="list-style-type: none"><li>• 1 – 3 years experience in WASH Project Cycle Management</li><li>• Flexible attitude with experience in relief or development settings</li><li>• Good reporting skills</li><li>• Responsible, professional and organized</li><li>• Strong initiative, supervision ability and team oriented</li><li>▪ Excellent knowledge in Microsoft Office</li></ul>
PREFERRED	<ul style="list-style-type: none"><li>• Excellent English verbal translation and communication ability</li><li>• Excellent communication skills in Dinka and preferably Arabic language</li><li>• Basic knowledge in GIS mapping</li><li>• Knowledge in cluster approach and WASH standard</li><li>▪ <b>Female candidates</b> are highly encouraged to apply</li></ul>

To apply, please! Send your cover letter, Copy of National ID Card, Copies of your Academic Documents and CV with three professional References [recruitment@ssd-actionagainsthunger.org](mailto:recruitment@ssd-actionagainsthunger.org) specifying **WASH Officer –Juba** ; as the tittle of your email.

The deadline for applications is Monday July 06<sup>th</sup>, 2020 at 5:00 pm. We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

*"For Now, Hard copy Applications will NOT be accepted"*

*"This Position is Open to South Sudanese Nationals Only"*

*"Qualified Female Candidates are encouraged to apply"*

