

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 the position of **National Wash Coordinator** -01 position

Position open date: **September 8, 2020**

Closing date: **September 22, 2020**

Expected Start date: **November 1st, 2020**

Contract Duration: **1 Year**

Location: **Juba**

PURPOSE AND SUMMARY OF THE POSITION

To lead the development of the WASH strategy and proposals in South Sudan based on identified needs. Provide operational and programmatic support to WASH Program Managers. Ensure the technical quality and accountability of WASH programs in South Sudan. Ensure accurate and timely reporting. Ensure the active participation of Action Against Hunger in national sectorial coordination and technical forums and develop sectorial partnerships

The WaSH Coordinator will be responsible for the WaSH strategic Positioning and the technical implementation of the WaSH Program in South Sudan and provide support to the MET/SET emergency response team in the Mission.

TASK & RESPONSIBILITIES

OBJECTIVE 1: Lead the development of the WASH strategy and proposals in South Sudan based on identified needs

- ❖ The WASH Coordinator is responsible for developing the WASH strategy and WASH proposals in South Sudan based on identified needs. As such, he/she is accountable to:
- ❖ Develop an annual WASH strategy that details the scale and geographical scope of WASH activities based on SSD country strategy. And Design the new WASH technical strategy in line with the 2021-2025 International Strategic Plan (ISP), ACF WASH policy and relevant strategies
- ❖ Work with the WASH cluster to ensure that Action Against Hunger's WASH strategy is integrated into the annual humanitarian response planning in South Sudan.
- ❖ Lead the development of WASH proposals (both standalone and multisectoral proposals with WASH component) in South Sudan including the writing of narrative, budgets and log frames, in collaboration with WASH Program Managers, Program Director, FieldCos and HoF, based on the annual WASH sector strategy.
- ❖ Coordinate with other Heads of Departments for the formulation of integrated and nutrition sensitive approach.

- ❖ Formulation, planning and implementation of ad hoc and seasonal assessments with the support of PMs and Field/Head of Emergency Operations. Support in the identification of new areas of intervention, new possible donors and new partnerships.
- ❖ Ensure that relevant positioning documents from the HQ/RO are shared with country program staff and promote the adoption of Action Against Hunger's technical strategies
- ❖ Pursue new business opportunities and remain updated on donors sectoral strategies
- ❖ Organize and coordinate alongside the MEAL TA, needs assessments both in development & emergency contexts
- ❖ Identify structural, economic and other constraints in all the regions and take these into account in future program, propose new program directions;
- ❖ Stay up-dated on the humanitarian context;

OBJECTIVE 2: Provide operational and programmatic support to WASH Program Managers

- ❖ The WASH Coordinator is responsible for overseeing the planning and implementation of grants that fall under the WASH sector. As such, he/she is accountable to:
- ❖ Organize material for, and participate, in grant kick off meetings to present the WASH sector grants and inform relevant staff about the activities, work plan, budget and indicators;
- ❖ Validate the key stages, methodologies and approaches of the WASH grants being undertaken (systematic KAP surveys, technical studies, call for tender, specifications, community and participatory approach, external evaluations, awareness campaign methodology, innovation, etc.);
- ❖ Support WASH PMs/DPMs to develop grant work plans and revise them on a monthly basis, informing the Head of Base and Grants Manager, whenever delays/constraints are encountered and support in finding solutions.
- ❖ Support WASH PMs to develop grant APRs, ensuring they cover all donor reporting indicators
- ❖ Review WASH APRs on a monthly basis with PMs and Heads of Bases ensuring that data is correct and informing the Grants Manager in case of any issues.
- ❖ Support WASH PMs to develop grant activity trackers.
- ❖ Create and improve beneficiaries counting databases.
- ❖ Review WASH BFUs and Project Procurement Plans on a monthly basis with PMs and Heads of Bases and informing the Grants Manager in case of any issues.

OBJECTIVE 3: Ensure the quality and accountability of WASH programs in South Sudan

- ❖ The WASH Coordinator is the technical referent for WASH Program Managers, the WASH country strategy and WASH sector adherence to sectorial standards and guidelines. As such, he/she is accountable to:
- ❖ Ensure technical conformity of grants with international and national norms and guidelines, technical quality standards (including SPHERE and WHO) and Action Against Hunger internal guidelines.
- ❖ Contribute to and supervise the development of tools for WASH activity implementation and reporting, ensuring that the same tools are used in all Action Against Hunger projects/programs.
- ❖ Promote, support and ensure the quality of WASH-related data collection (WASH'Nutrition data, mWater)
- ❖ Validate technical drawings and bill of quantities for water and sanitation works.
- ❖ Contribute to and technically validate the IECs materials for awareness and sensitization activities as well as training materials for capacity building of staff, authorities, beneficiaries, ensuring that they are integrated with other sectors of intervention and nutrition sensitive.
- ❖ Carry out field visits producing reports containing technical and operational recommendations.
- ❖ Provide technical support (direct and at a distance) to the WASH PMs and Emergency WASH Officers.
- ❖ Alert the Program Director and the Technical Advisor at HEARO in case of major difficulties in applying recommendations and/or necessary adaptations;

- ❖ Promote and ensure that WASH projects/programs are integrated with other sectors of intervention.
- ❖ Promotion of transparency and ethical standards in projects by ensuring that a complaints feedback mechanism is in place, particularly in respect of the beneficiary population.
- ❖ Promotion of external and internal evaluations of projects, in line with the Action Against Hunger evaluation policy, including the preparation of terms of reference and visit planning for evaluators and WASH TA.
- ❖ Seeking technical support from the Regional WASH Specialist on a regular basis and participate in bi-weekly meetings).

OBJECTIVE 4: Ensure accurate and timely reporting

- ❖ As technical referent for WASH program in South Sudan, the WASH Coordinator is accountable to:
- ❖ Revise and technically validate monthly quantitative (APRs) and MNRs (narrative reports).
- ❖ Revise and technically validate monthly database of beneficiaries counting and activities tracker.
- ❖ Contribute to, revise and technically validate all mandatory and ad hoc reports for WASH grants, ensuring they are complete, accurate, coherent and timely submitted to Grants.
- ❖ Prepare monthly report for his/her department and monthly update the Beneficiary APR and Key Indicators follow-up.
- ❖ Review monthly activity Internal reports as per timeline
- ❖ Support on quality documentation and writing success story.
- ❖ Support in writing high quality donor reports (semi-annual & final reports) with respect of the formats and deadlines
- ❖ Work on proposal development and writing phase as well.
- ❖ Participate in ad-hoc reports as requested/assigned by the supervisor.
- ❖ Work in close collaboration with Grants Manager on all above aspects.

OBJECTIVE 5: Team management

- ❖ As technical referent for WASH program managers and for the WASH grants, WASH Coordinator is accountable for the technical performance of the WASH department and as such, he/she is responsible for:
- ❖ Engaging in recruitment of national PMs and expatriates when relevant (defining profiles, interviews and/or complementary tests, technical competence for the project, job description).
- ❖ Provide the evaluation of the technical performance of WASH PMs, national and international.
- ❖ Support in the capacity building of the staff, in particular coaching PMs and carrying out regular training/refresh training for staff involved in WASH related programs.
- ❖ Identify technical training needs and resources for national teams and expatriates, in collaboration with the Head of Human Resources Department

OBJECTIVE 6: Ensure the active participation of Action Against Hunger in national sectorial coordination and technical forums and develop sectorial partnerships

- ❖ Represent Action Against Hunger in sectorial coordination at national and sub-national levels (sectorial and/or cluster) and with the technical authorities.
- ❖ Liaise with key actors in WASH sectors at national level (authorities, ministries and UN organizations) in order to secure Action Against Hunger's place as a recognized and influential actor in the field.
- ❖ Contribute to the various action plans in the WASH sector (Humanitarian Response Plan, Consolidated Appeal Process, Flash Appeal, Inter-Agency Contingency Plan, etc.)
- ❖ Support in the internal and external technical communications concerning WASH projects (in liaison with Program and Country Directors).
- ❖ Identify potential sectorial partnerships (civil society, NGOs, authorities, private sector...) and promote them.

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 and procedures.

INTERNAL & EXTERNAL RELATIONSHIPS

INTERNAL	<ul style="list-style-type: none"> ❖ <u>PMs</u>: close collaboration - technical support - exchange of information ❖ <u>Heads of Bases</u>: technical support - exchange of information ❖ <u>Other Heads of Departments</u>: collaboration – exchange of information ❖ <u>Finance, Logistic and HR heads</u>: exchange of information and collaboration on financial, logistics and recruitment matters ❖ <u>M&E</u>: - exchange of information and close collaboration on reporting and proposal writing ❖ <u>Program Director</u>: hierarchical relationship (report to) - technical support - exchange of information and close collaboration on reporting and proposal writing ❖ <u>Deputy WaSH HoD</u> hierarchical relationship (Manage) - technical support - exchange of information and close collaboration on reporting and proposal writing ❖ <u>CD</u>: exchange of information, departmental reports ❖ <u>Technical Advisors at HEARO & HQ level</u>: solicit technical advice - exchange of information
EXTERNAL	<ul style="list-style-type: none"> ❖ <u>Sectorial governmental and non-governmental stakeholders</u>: partnership, technical exchange or experience sharing, coordination, training, participation to meetings ❖ <u>Cluster and other coordination forums</u>: participation to meetings, exchange of information, coordination, influence on choice of technical options ❖ <u>Donors</u>: on technical matters or as representative of Program/Country Directors

REPORTING RESPONSIBILITIES

The tasks and responsibilities defined in the above tables will meet the reporting requirements. Quarterly work plans that tease out the scope of work described in these terms of reference for this assignment as well as the Mission annual work plan will be developed. Quarterly reports will be submitted to the supervisor, highlighting achievement regarding planned activities. The report will be discussed and validated jointly by the Senior Management team, Program Director and ACF Country Director.

POSITION REQUIREMENTS

QUALIFICATION

- ❖ Degree in WASH-related technical training (Civil Engineering, Water Engineering, Environmental Health, Hydrology, Geology, Mechanical Engineering, etc.). Relevant Master's degree will be an advantage.
- ❖ At least 4 years of project management experience in the WASH field in humanitarian context and at least 6 years in Coordination or HoD position

SKILLS & EXPERIENCE	
ESSENTIAL	<ul style="list-style-type: none"> ❖ Strong skills and experience in project planning, monitoring and evaluation, report and proposal writing, budget preparation and monitoring, and human resource management ❖ Strong technical competence in WASH sector and response, emergency context ❖ Proven capacity building and training skills ❖ Willing to travel often and easily integrate with remote areas living conditions ❖ Highly organized, detail oriented and able to work under pressure ❖ Fluent in both written and spoken English and with good communication skills ❖ Flexible and adaptable
PREFERRED	<p><i>Functional Competencies (required)</i></p> <ul style="list-style-type: none"> ▪ Experience in WASH department coordination and technical supervision ▪ Experience working in cross-sectorial projects with WASH, Nutrition and FSL or Nutrition sensitive projects would be an asset ▪ Knowledge of GIS is highly desirable ▪ Experience working in insecurity environments ▪ Strong technical competence in WASH sector and response, development context

To apply, please! Send your cover letter and CV with three professional References to recruitment@ssd-actionagainsthunger.org specifying **National Wash Coordinator**: as the title of your email.

The deadline for applications is **Tuesday September 22, 2020 at 5:00pm**. We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

"For Now, Hard copy Applications are not allowed"

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are encouraged to apply"



7/09/2020