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12/10/2023

**NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN**  
**VACANT ANNOUNCEMENT**



Position: WASH Project Officer-ERRM  
Reports to: WASH Project Manager  
Supervision of: None  
Duty station: Juba  
Project number: SSFM2304/5295/2864197  
Duration and type of contract: 5 Months

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality, or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety, and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values to be **dedicated, innovative, inclusive, and accountable** are attitude and believe that shall guide our actions and relationships.

### 1. Role and responsibilities

The purpose of the officer position is day to day implementation of the WASH Project. Use actions words such as ensure, implement, or assist for the position relevant responsibilities.

The following is a brief description of the role.

#### Generic responsibilities:

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

- Ensure adherence with NRC policies, tools, handbooks, and guidelines.
- Implement delegated WASH project portfolio according to plan of action.
- Prepare and develop status reports as required by management.
- Ensure proper filing of documents.
- Ensure that projects target beneficiaries most in need and explore and asses new and better ways to assist.
- Promote and share ideas for technical improvement.
- Contribute to organisational learning through the provision specific technical analysis, lessons learned and reports.



### **Specific responsibilities:**

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus, and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

- Prepare full detailed assessment reports based on the findings and as delegated by the line manager.
- Prepare and share Pipeline requests based on the report's findings and recommendations with coordination with the mission team and line manager.
- Coordinate with the logistic, Finance and Procurement teams to ensure the missions requirements are ready timely and as requested.
- Extend full support to other teams as needed and delegated by the line manager.
- Having all the project documents well prepared with accordance to NRC requirements and as delegated by the line manager and to ensure proper archiving.
- Participate actively in budget developments, monitoring and reviews and participate actively in Project proposal drafting, and in Project reports writing.
- Oversee effective water treatment including checking on the quality of drinking water parameters; to include physical, chemical, and bacteriological properties.
- Support WASH PM in design of WASH infrastructure activities. Ensure participation of stakeholders (local authorities, local partners, beneficiaries) in all stages of the project cycle, whilst key lessons learnt are captured.
- Prepare Scope of Works and Bills of Qualities for implementation of WASH activities including rehabilitation and construction of WASH infrastructure as required.
- Conduct WASH needs assessments in remote locations, through participation in short response missions.
- Respond to urgent WASH needs in remote locations through direct implementation of water supply and sanitation infrastructures, whilst providing recommendations on other longer-term solutions.
- Oversee effective implementation of sanitation activities to include supervision and monitoring of latrine construction, fabrication of slabs and molding of blocks and ensuring tasks are completed correctly and on schedule.
- Participate in beneficiary identification and selection for WASH activities in accordance with the NRC's set criteria on beneficiary selection and identification.
- Recruit, train, and manage incentive/casual workers (water quality monitors, and sanitation community workers) and take account of gender, protection, the environment, and other important cross-cutting concerns in programme design, implementation, and reporting; carry out activities in a way that reflects the needs of specific groups and individuals e.g., elderly people, minority groups, children, and people with disabilities.

### **Critical interfaces:**

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Other CCs (FSL, EiE, Protection, ICLA, WASH and Shelter).
- Support (Finance, Procurement, M&E, Logistic and Security).
- Other stakeholders (RRC, Local authorities, LC, pipeline, etc.)

## Scale and scope of position:

Staff:	None.
Stakeholders:	Key external stakeholders the post has relationships with UN agencies, INGOs, NNGOs, WASH Cluster, State focal points, Local authorities, Community representatives, Donors, Pipeline, Logistic Cluster etc.
Budgets:	List of budgets covered by post holder, and size of budget; ECHO, SSHF, CERF, NMFA and SIDA.
Information:	Brief description of the information resources the post holder is responsible for at CO level NRC Intranet, Agresso, Kaya and other OKTA platforms.
Legal or compliance:	Brief description of any legal or compliance responsibility the post holder has; Term of employment, tender and awards committee for vendors, donor requirements.

## 2. Competencies:

Competencies are important for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

### 1. Value driven competencies.

Values are aspirational attitudes and beliefs that influence the way people conduct themselves. NRC's values are: Dedicated, Innovated, Inclusive and Accountable.

### 2. Behavioral competencies.

These are personal qualities that influence how successful people are in their job. Of the 12 behavioral competencies, the following are **essential** for this position:

- Managing resources and achieving results
- Handling insecure environments
- Working with people
- Coping with change

## 3. Professional competencies

### Generic professional competencies:

- Minimum first level university degree in relevant and related field.
- Minimum 2 years of experience from working in a humanitarian/recovery context and specific experience in WASH.
- Experience in protection mainstreaming, desirable.
- Experience from working in complex and volatile contexts.
- Documented results related to the position's responsibilities.
- Knowledge about own leadership skills/profile
- Fluency in English, both written and verbal



### Context related skills; knowledge and experience:

- Ability to initiate, develop, plan, and implement an integrated programme.
- Experience in community mobilisation and conducting outreach activities.
- Excellent communication (spoken and written) skills, including the ability to explain and present technical information.
- Political and cultural awareness and experience of working where insecurity is a major issue
- Ability to work independently in a result oriented multi-tasking and multi-cultural environment and manage conflicting priorities.
- Sensitivity to the needs and priorities of disadvantaged populations (minority groups etc.)
- Demonstrated experience of integrating gender and diversity issues.

### Behavioural competencies.

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are essential for this position:

- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect
- Handling insecure environment
- Team spirits and management.



### Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The individual Work- and Professional Development Plan
- The Competency Framework

### Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than on the **Wednesday 1<sup>st</sup> November 2023** by Hardcopy in an enclosed envelope clearly marked **“WASH Cluster Roving Coordinator”** to NRC Office-Juba South Sudan, Tongping- Opposite US Embassy

**Only short-listed candidates will be contacted, by e-mail or by phone.**  
**FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE**  
**HIGHLY ENCOURAGED TO APPLY**

