



TERMS OF REFERENCE

Hygiene promotion Officer

Position: **Hygiene Promotion Officer (URGENTLY NEEDED)**

Location: **Maban**

Duration: **6 Months**

Date of Issue: **22nd June-2023**

Date of Closure: **14th July-2023**



Background ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on www.acted.org

In South Sudan, ACTED intervenes since 2007 in the following areas: Greater Bahr El Ghazal, Greater Upper Nile and Greater Equatoria regions on following issues: Food security & Livelihoods, WASH, CCCM, Shelter/NFI, Infrastructure, DRR and Climate Change

HIERARCHICAL RELATIONS

Under the authority of:

WASH Project Manager

Responsible for:

- Hygiene promotion Assistants
- Sanitation Assistants

FUNCTIONAL RELATIONS

Internal relations:

- WASH Coordinator
- WASH Project Team
- FLATS
- Area coordinator

External relations:

- Beneficiaries/community leadership
- Other partners relevant national and local stakeholders
- National and international partner organizations





OBJECTIVES

1. Plan, develop, monitor and evaluate the assigned hygiene promotion component of the WASH projects.
2. Provide WASH technical support and capacity building hygiene promotion in the camp

Project planning, Implementation, monitoring and reporting

- ❖ Provides support and takes part to identify, facilitate and provide various training for hygiene promotion Assistants and WASH committee.
- ❖ Ensure project documentation of activities, best practices and lesson learnt are well captured and shared timely with the line manager or WASH PM.
- ❖ Monitors and follow-up to ensure proper dissemination of hygiene and sanitation messages to the beneficiaries.
- ❖ Provide technical guidance to hygiene team.
- ❖ Prepare detailed implementation plan, monitor and follow up on timely implementation of activities.
- ❖ Monitors the hygiene and sanitation situation in the camp and provides regular updates.
- ❖ Maintains close working relationships with community leadership, WASH committee and other stakeholders/ partners in the camp.
- ❖ organize monthly meeting with WASH committee.
- ❖ Take part in preparing all the required IEC/BCC materials and identifying and developing hygiene promotion messages.
- ❖ Take part in any WASH assessment, surveys and project evaluation in data collection, data entry and analysis.
- ❖ Collect, analyze and compile reports for hygiene and sanitation activities.
- ❖ Perform any other duties assigned by the line manager.

KEY PERFORMANCE INDICATORS

Develop weekly or bi monthly work plan with consultation with the line manager

- % of key Hygiene and sanitation activities completed as planned target that includes hygiene promotion messaging, latrines construction and WASH committee training.
- % of capacity building conducted to hygiene and sanitation team
- % of internal reports shared and submitted on time on weekly basis on hygiene and sanitation activities.
- % of project documentation on activities (best practices and lessons learnt) developed and shared
- # of WASH committee meeting conducted
- # of key follow ups conducted on Hygiene and sanitation issues and sharing feedback on complaints received





TECHNICAL SKILLS

- Minimum higher diploma or ordinary diploma in Engineering (Civil, water) or public health
- Minimum of 3 years 'experience working in similar position
- Technical expertise and knowledge in WASH with proven track record
- Perfect verbal and or written communication in English and Arabic
- Demonstrated strong analytical, managerial, leadership, communications and interpersonal skills.
- Ability to work independently and as part of a team.
- Experience with capacity building and training of field staff and community members.
- Ability to work with Microsoft word, Excel, PowerPoint and outlook.
- Experience in partnership building and coordination with the donors, NGO and local community.

How to Apply

- To apply, please submit a copy of your resume/CV clearly detailing all prior experience in the position advertised, roles and responsibilities for the position, and your personal outcome/achievements while in each position. This should be written in English, and may be typed or handwritten.
- Please submit a cover page detailing your name, nationality, gender, level of education, location of residence, availability, and why you are interested in this position.
- Submit the above two documents to the Acted Maban Office (Doro), Juma.John@acted.org, Or Acted Country Office (Juba) at Hai-Cinema Behind Concord Hotel or via email to ssd.recruitment@acted.org, no later than **14th July 2023**. Please write the recruitment reference on any documents.
- A detailed review of all applications will be conducted. Those who are requested, will be contacted for a technical test. Those who pass the technical test will be called back for an oral interview.

