



Vacancy Announcement

Position: WASH Coordinator
Duty Station: Aweil Centre County (100%) field based.
Supervisor: Programs Director
Date Posted: 30th Jun 2025
Closing Date: 18th July 2025
Supervising: Wash Officer & Wash Engineer

1. Background

ARDF is a leading non-governmental National organization registered with Relief and Rehabilitation commissions under the South Sudan NGO 2016 Act, with Registration No. 834. ARDF is currently operating in three states of South Sudan, including Upper Nile, Northern Bahr El Ghazal, and Central Equatorial State, providing multisectoral programs within its thematic areas of Health, WASH, FSL, Protection, and Education. ARDF's mission is to save lives, improve Health, and Alleviating poverty, and suffering. Our Approaches include innovations, Research, and community engagement, focusing on immediate lifesaving while laying the groundwork for long-term impact.

2. Purpose of the Position

The WASH Coordinator will provide technical leadership and oversight for the planning, implementation, and supervision of ARDF's WASH program in Northern Bahr El Ghazal State, with a specific focus on Aweil Centre County, South Sudan. The incumbent will be responsible for ensuring the effective delivery of WASH interventions in line with ARDF's strategic priorities and contextual needs.

This role involves leading the development and rollout of the country-level WASH strategy, informed by assessments and evolving community needs. The WASH Coordinator will also play a central role in strengthening the technical and operational capacity of ARDF staff, local partners, and community stakeholders to ensure sustainable WASH infrastructure and practices.

A key responsibility will be to promote community ownership by facilitating the effective handover of WASH infrastructure, ensuring long-term sustainability. The Coordinator will also manage the WASH program budget, ensuring accurate financial documentation and compliance with donor and organizational requirements.

Additionally, the incumbent will be responsible for preparing timely and quality monthly and quarterly reports, tracking progress against program indicators, and providing strategic recommendations as needed. This position is based in Aweil Centre.

3. Specific Responsibilities.

a) Technical

- Participate in the planning and implementation of WASH needs assessments amongst targeted communities especially in the Country.
- Conduct rapid water situational assessment to update existing information on the water source available at the targeted location.
- Organize orientation and site selection meetings to bring on board local leaders, youth and women groups, County and Payam water department staff, and SSRRC.
- Review BOQs of material and equipment needed in drilling, rehabilitation, and construction of sanitation facilities as per the project design.
- Train the WASH team on the desired WASH approaches including data collection tools.
- Develop WASH Strategy and IEC materials, training manuals, and TORs to guide WASH intervention.
- Together with the WASH team, conduct a desk and field study to gather any hydrogeological information related to the area (geological maps, aerial photographs, water levels, and boring).
- Review borehole drilling / Well rehabilitation contracts based on the required designed technical specification which includes but is not limited to (demand required/yield, drilling diameter, drilling depth, type of screens and casings, gravel packing, and sanitary sealing characteristics needed), well development technique, pump testing required (step drawdown and constant flow rate pumping tests), water quality analysis (chemical, physical, bacteriological), type of hand pump (India Mark II) and concrete apron with drainage to be constructed.
- Together with the WASH Engineer, conduct physical and bacteriological water quality testing of all rehabilitated and newly constructed water schemes and flag to the WASH Coordinator if an issue on the water quality is identified
- Ensure all WASH NFIs and promotion materials are available at the project site and distributed to the targeted beneficiaries (PUR, buckets with taps and lids, hand washing facilities, filter cloths megaphones, and IEC posters).
- Seek the continual improvement of technical implementation and processes of the WASH program.

b) Logistics/Finance

- Coordinate the supply chain department for the procurement and transportation of WASH materials to the field site.
- Coordinates with WASH Cluster Core pipeline to request in-kind items like Buckets, soap, plastic slabs, jerrycans, and hand washing facilities for the project and ensure proper coordination with the logistic team for its transportation to the project site.
- Provide support as necessary to the ARDF supply chain team in managing stock levels of tools, equipment, and materials in the warehouse and storeroom.
- Raise and submit stock requests to the supply chain team to request items from the warehouse.
- Provide logistical support to WASH teams in activity sites such as the WASH NFIs.
- Manage cash and maintain detailed and accurate records of all expenses.
- Raise PRs to request money for the activities

c) Communication and Reporting

- Prepares donor reports and shares them with the line manager for review.
- Provide regular reports to the Programme Director by email, telephone, or in person on a weekly basis, Monthly, and quarterly
- Accurately capture all the necessary project data using the available tools



- Provide feedback on the performance of contractors / casual laborers seeking guidance as required for dealing with any issues.
- Develop and maintain good working relationships with the NGOs, counterparts, and other agencies working in the areas of project implementation including the WASH Cluster
- Attend meetings with local authorities, the WASH Cluster, and donors on behalf of ARDF. Refer to the Program Manager before making any commitment on behalf of ARDF whether verbal or written.

d) HR/staff supervision

- Prepares TORs and JD for recruitment of the WASH team.
- Participate in the hiring of the WASH program team in the field.
- Provide support, assistance, and mentoring to the WASH team as required to encourage their professional development
- Develop and maintain a transparent, honest, and supportive communication structure with team members and other ARDF staff to uphold a spirit of unity and mutual respect.
- Uphold ARDF values and contribute to the well-being of the team as an active member.

e) Monitoring and Evaluation

- Work alongside the ARDF Monitoring Evaluation Accountability and Learning (MEAL) team to establish tracking and reporting mechanisms for ARDF WASH interventions, especially household latrine construction progress, household messaging using the designated tools, drilling of boreholes, and distribution of WASH NFI
- Work alongside MEAL staff to develop, administer, and analyse surveys such as Baseline, midterm, and end-line and filter surveys
- Train and supervise enumerators during surveys
- Establish feedback and complaint mechanisms in the field to identify and address beneficiary concerns
- Together with the WASH Team, gather qualitative data via focus group discussion or using a barrier analysis survey.
- Collect all the necessary data during household follow-up visits

f) Protection Mainstreaming / Beneficiary accountability

- Liaise with the project team, to initiate new projects in an appropriately contextual manner in existing and new project locations and to identify felt needs.
- Facilitate working through issues with community leaders and authorities in an open, amicable way.
- Provide the Program Director with feedback from beneficiaries to improve the WASH services.
- Take part in evaluation and planning sessions with the community to actively identify protection concerns.
- Ensure that all people with disabilities are involved in the process.
- Ensure that the needs of girls, women, the elderly, the disabled, boys, and men are met as much as possible.
- Together with the protection lead, participate in training the WASH team members on the Prevention of Sexual Exploitation and Abuses (PSEA)
- Work with the Protection Coordinator and Program Director to ensure protection issues are considered at all stages of programming.

g) Quality Management

- Ensure a high standard of work, aiming to achieve SPHERE standards or better for all interventions.



- Continually monitor the quality of the activities and adjust as necessary.
- Review and suggest recommendations for WASH activities and strategy to the Program Director

h) Program Designing

- Participate in WASH program Design and Proposal Development

4. Mandatory ARDF Policies Compliance

- Standard of Professional Conduct: ARDF and ARDF workers must adhere to the values and principles outlined in ARDF's standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance and stewardship, Empowerment, and teamwork. In accordance with this value, ARDF operates and enforces policies on beneficiary protection from Exploitations and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.
- Safeguarding policy: ARDF has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, suppliers/sub-contractors. Safeguarding at the ARDF is integral to organizational values and ethics and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuses, and harassment of any person linked to the program by its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.
- Gender Equality: ARDF is committed to narrowing the gender gap in leadership positions. We offer benefits that create an enabling environment for women to participate in our workforce including flexible hours (when possible), Maternity leave, transportation support, and gender-sensitive security protocols.
- Equal Opportunity Employer: ARDF is an equal opportunity employer. ARDF considers all applicants based on merit without regard to race, colour, national region, religion, sexual orientation, age, Marital status, Disability, or any other characteristic protected by applicable laws.

5. Qualifications, Skills, and Experience:

- Bachelor's Degree in any of the following fields Environmental Science, Environmental Engineering, Hydrogeology, public health, water supply and sanitation engineering, or other related fields. High priority is given to Candidates with master's degrees in the above fields.
- 5 years of related field experience in the WASH sector (hygiene promotion, water quality testing, filter, PUR distribution and follow-ups, borehole construction and rehabilitation, latrine repair/rehabilitation and construction, and BoQ preparation.
- Fluent in spoken and written English
- Fluent spoken and written (Juba) Arabic and local Language is an added advantage.
- Good knowledge of Microsoft Office applications (Word, Excel, PowerPoint, and Outlook) and email
- Able to conduct basic internet searches for work purposes.

6. How to Apply

a) Application address

Interested candidates are requested to submit their application cover letter with clear salary expectations, filled application form, copies of national ID, and educational certificates through the Email address; hr.recruitment@ardf-ss.org

Note: No any hand delivery of applications will not be reviewed.

b) Eligibility

The position is open to South Sudanese nationals only with the required qualifications. Female candidates with the required qualifications are highly encouraged to apply.



Note: Due to the urgency of the position, we will be reviewing all submitted applications in rolling basis and recruitment might be done before the deadline.

c) Shortlisting and interview

Only applicants who meet the requirements will be shortlisted and contacted written test and candidates who pass the written test will be contacted for an oral interview.

d) Deadline for submission

The deadline for submitting applications is 18th July 2025, **by 4:30 pm CAT**. Only applications submitted before the deadline will be reviewed.

Disclaimer:

African Relief and Development Foundation does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents

