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Terms of Reference for WASH PM – Doro Refugee Camp

Position: Wash Program Manager (1 Position)
Contract duration: 6 months with possibility of extension.
Location: Maban, Upper Nile State
Opening date: 02/11/ 2021
Closing Date: 19/11/2021



1. Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

JOB PURPOSE

Under the direct supervision of the WASH Coordinator, the Project Manager will be responsible for managing the WASH project in Doro Refugee Camp, Maban county. It will include managing, leading, supervising, monitoring, training staff and project implementation in line with project requirements, donor requirement and ACTED's guidelines. She/he will be fully responsible for quality of service delivery, respect of the targets, discipline of the staffs and meeting deadlines in term of reporting.

CHAIN OF COMMAND

Under the authority of:

- WASH Coordinator

Line Management:

- All national staff part of the project teams

WORKING RELATIONS

Internal:

- Area Coordinator
- FLATS (Finance, Logistics, Admin & HR, Security, etc)
- AMEU Department
- PD department

External:

- Beneficiaries
- Donors related to the project
- Relevant national and local stakeholders
- National and international partner organisations

OBJECTIVES

To ensure the project is implemented in a timely and Professional manner, according to objectives, goals and indicators, in line with donor requirement and base on beneficiary needs.



DUTIES AND RESPONSIBILITIES

1. Project Planning

- a) Develop overall project implementation strategy, systems, approaches, tools, and materials (or improving the existing tools and materials)
- b) Organize project kick-off and close-out meetings
- c) Plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives

2. Project Implementation follow up

- a) Oversee and manage the implementation of the WASH project ensuring that technical quality and standards are considered and respected during project(s) implementation
- b) Organize regular project coordination meetings with project team
- c) Ensure budget utilization and physical target achievements are reviewed at least once a month as per work plan
- d) Ensure project implementation is on time, target and budget, using effective M&E systems to reach desired impacts
- e) Ensure that the project is implemented in accordance with relevant ACTED technical guidelines and standards
- f) Anticipate and mitigate risks and trouble-shoot any unforeseen challenges during the project implementation
- g) Regular update the work plan, output tracker, PMF and other documents relevant for effective project management

3. Administration and Operational Management of Project Implementation

3.1. Finance

- a) Review the BFU(s) and provide accurate forecasts with BOQs
- b) Forecast monthly cash requirements of the project and submit to Finance

3.2. Logistics

- a) Contribute to the development of Procurement plans when requested
- b) Send accurate and precise order forms in a timely manner and follow up
- c) Contribute to quality checks and procurement committees (if any) to finalise suppliers' selection according to applicable scenario
- d) Confirm quality of material selection if and when applicable
- e) Ensure a proper management and use of the project assets and stocks
- f) Plan team movements based on available fleet and applicable policies

3.3. Administration/HR

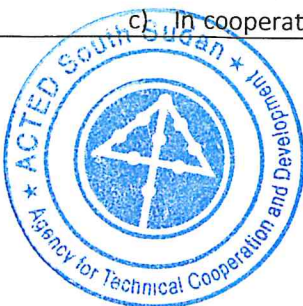
- a) Participate in the recruitment of project technical staff (development of organograms, ToRs, elaborating the tests and reviewing them; interviews etc)
- b) Ensure that project staff understand and are able to perform their roles and responsibilities
- a) Follow-up the work plans and day-to-day activities of the project staff
- b) Manage the project staff in cooperation with Human Resource Office
- c) Ensure a positive working environment and good team dynamics
- d) Undertake regular appraisals of staff and follow career management
- e) Manage interpersonal conflicts
- c) Ensure capacity building among staff in relevant sectors

3.4. Transparency

- a) Ensure project records and documents (Flat files, beneficiary list, donation certificates, attendance sheets etc) are adequately prepared, compiled and filed according to ACTED procedures
- b) Ensure staff awareness of, and respect of, ACTED's code of conduct and FLATS procedures

3.5. Security

- a) Ensure that each member of the project team is aware of security issues, policies, SOPs and they follow them accordingly
- c) In cooperation with the relevant Security Officer, monitor the local security situation and inform the



Country Director or Area Coordinator and Country or Area Security Officer of developments through regular written reports;

- d) Contribute to the updating of the security guidelines in the project area of intervention;

4. External Relations

- a) Support, facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation
- b) Cultivate good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings
- c) Ensure that at all times contact with beneficiaries is conducted in a sensitive and respectful manner
- d) Where relevant, liaise with donors and work closely with partners on project updates, site visits and other communication
- e) Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others

5. Quality Control

- a) Assess the activities undertaken and ensure efficient use of resources;
- b) Undertake regular field visits to provide technical guidance and supervision as well as regularly monitor the progress of project activities
- c) Ensure lessons learned are documented, shared and reflected in project planning and decision making
- d) Advise on, and assist with, project reviews conducted by AMEU
- e) Ensure quality control, analysis of added-value and impact, identification and capitalization on best practices and lessons learnt and provide relevant feedback for new project development
- f) Identify and analyse gaps, ACTED's added value, synergies and opportunities in the areas the project(s) is / are implemented and pass relevant information to the N+1

6. Reporting

- a) Provide regular and timely updates on progress and challenges to supervisors and other team members
- b) Draft (internal) narrative reports and contribute to the development of financial reports through regular budgetary follow up.
- c) Contribute to drafting of (external) project progress reports, ensuring the quality and accuracy of technical information provided

7. Any related works

- a) Perform any other duties assigned by the line manager



HOW TO APPLY

All applications should be submitted to the ACTED Country Office in Juba (or their respective field bases) by 19th November 2021 or by email to: juba.hrofficer@acted.org and amon.odhiambo@acted.org before 4:30PM Please indicate this reference in the subject line of your email: Ref: WASH PROGRAM MANAGER.

Alternatively, hard copy of applications can be submitted in English to ACTED Country Office at Hai Cinema, Plot No. 64, Juba located behind Concord Hotel.

, and should include:

- Detailed CV
- Cover letter



- Photocopy of all university degrees
- Photocopy of National ID
- Photocopy of work certificates related to past jobs

Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.

Application materials are NOT returnable; therefore, applicants are strongly recommended not to submit original documents.

Note: This position is open to South Sudanese Nationals only and Women are encouraged to apply.

