



# COMMUNITY ACTION ORGANIZATION

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50-H-3  
Approved by Senior Inspector,  
MoL/RSS/11  
*[Signature]*  
05/07/2023



Job Title:	WASH Manager
Number of Positions:	01
Reporting to:	Executive Director
Department	WASH
Locations	Juba with Frequent travel to the Field

## Background.

CAO is a National Non-Governmental, non-political, and not-for-profit organization to address humanitarian needs, transition, and development assistance. Our mandate is to build capacities of South Sudanese communities through socio-economic development, peacebuilding, access to justice, promotion of human rights, good governance, formal and non-formal education, nutrition, WASH program, health services, poverty alleviation through initiatives such as agricultural capacity building programs and promotion of cultural tolerance.

CAO was established in 2014 with over 8 years of operations in Jonglei, Upper Nile, Central Equatoria and Warrap States of South Sudan with field offices in Ayod, Fangak, Akobo, Pigi/Canal, and Uror in Jonglei State and Nassir and Ulang in Upper Nile and Twic in Warrap state with a head office in Juba. Over 100 people, a mixture of South Sudanese and foreigners are employed by CAO South Sudan.

Through funding from SSHF and World Bank, CAO is implementing intergrated lifesaving and a general health service provision in the Counties of Canal/Pigi, Ayod and



Fangak. It is in light of this that CAO would like to recruit a competent South Sudanese candidate for the above position.

## **JOB SUMMARY**

The Water, Sanitation & Hygiene (WASH) Manager is responsible for running and supervising water, sanitation and hygiene programs at all stages of the project management cycle. He/she is also responsible for accomplishing the program objectives and outcomes within the contextual constraints. The manager ensures the overall success of the program by making sure the WASH team completes the defined activities while adhering to internal standards and contractual obligations; write proposals and initiate and effectively manage and report on projects in line with the objectives, timeframe and budget.

Further objectives for the WASH Manager concern the capacity building, management and mentoring of staff; humanitarian needs identification through monitoring of the evolving situation; context analysis to contribute to the development of future programs; Assess WASH needs, design projects, Provide technical support, leadership and strategic direction; meet quality standards in WASH delivery, encourage beneficiary participation, liaise with other stakeholders and a strong link to CAO Health and Nutrition.

This position will report to the Executive Director, and will be based in Juba, with extensive travel to field sites.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **WASH Project Management**

- Rapidly adapt, design and overall response to the changing context, taking into account the needs of affected communities, current level and capacity of actors, and CAO's growth and expansion strategy.
- Manage the assigned WASH project(s) to meet the project objectives within budget, set time frame, quality, and standards.
- Provide strong leadership of the assigned WASH project(s), working to ensure both short / long-term positive impacts and outcomes for the beneficiaries, local authorities (where applicable) and local WASH staff.
- Develop and implement an appropriate and effective WASH strategy, setting clear objectives and indicators, for WASH activities in consultation with other WASH staff and field managers, and, where appropriate, with the local communities.
- Continuously monitor and supervise WASH activities, overseeing the technical design, execution and evaluation of progress through outputs and impacts using both quantitative and qualitative data.
- Provide input into the integration of beneficiary participation and accountability in all aspects of the project.



- Select and design emergency water interventions, suitable hygiene promotion strategy for IDPs, conflict affected communities and institutions like schools and health facilities.
- Ensure accurate and timely reporting of activities according to CAO, donor and other applicable timeframes and formats.
- Responsible for reporting the 5ws to the WASH cluster.
- Develop new proposals, linked to the CAO's strategy, in conjunction with the relevant field managers.

### **Staff Management**

- Line manage the WASH officer(s) and WASH technician(s) of the assigned project(s), including day-to-day management, development and training etc.
- Take responsibility for discussing job expectations; appraise performance against set objectives on a regular basis.
- Overall responsibility for staff work plans, vacation schedules, and development activities and maintain a professional and open relation with team members, promoting a strong spirit and providing oversight and guidance to allow for successful team performance.
- Facilitate regular staff meetings to ensure awareness of project objectives, and opportunity for feedback
- Provide staff coaching and technical supervision to develop ownership / responsibility for WASH activities.

### **Financial Management**

- Manage the WASH budget for the assigned project(s) and ensure all expenses are according to budget and meet CAO and donor standards with regard to financial management, including accountability and good governance.
- Manage the program budget through the passing of timely orders, the preparation of monthly forecasts and the monitoring of expenditure.

### **Communication and Coordination**

- Develop and maintain appropriate, regular, transparent and supportive communication structures with the assigned WASH team, CAO senior management and other relevant stakeholders (e.g. beneficiaries, community leaders, local and national government officials, UN agencies and other NGOs), with the objective of ensuring good cooperation and partnerships.
- Participate in WASH coordination meetings and other working groups or meetings as required, representing CAO and feeding back to the WASH staff and senior management on relevant issues.

### **Logistics**

- Liaise, as necessary, with the WASH, logistics and finance staff to ensure items is planned, procured, transported, stored, managed and accounted for correctly.
- Work with Logistics team to ensure WASH staff adhere to set procedures of procurement and logistics



## Quality Management

- Ensure WASH projects are implemented in line with donor proposals and requirements and in accordance with CAO, Donor, country and International standards i.e. Sphere and HAP standards.
- In coordination with M&E team, design and develop appropriate supervisory, monitoring, evaluation, learning and accountability systems for WASH and in some instances integrated interventions

## Qualifications

- Advanced university degree in Public Health, Water Engineering, or a related subject
- 3-5 years' field working experience in WASH programming, preferably in a humanitarian emergency context
- Experience working within multi-sectorial teams especially health, nutrition and emergency response
- Demonstrated experience at project planning, organizing, and meeting implementation timelines and deliverables as well as budget management preferably
- Exposure to supervisory experience
- Familiarity with humanitarian operations, coordination structures, and the mandates of donors and other NGOs
- Experience or knowledge of working and living in difficult and sometimes insecure areas
- Proficient in computer applications, especially with MS Word and MS Excel, MS PowerPoint a plus

INTERESTED APPLICANTS (INTERNATIONAL AND LOCAL) ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER, THROUGH **EMAIL** TO:

Email: [commaction.org@gmail.com](mailto:commaction.org@gmail.com)

The documents can also be **hand delivered** to our head office located in Hai Tijaria along Kokora road. For direction call **+211927800206**

Please ensure your application email has the **subject** heading "**WASH Manager**". For hand deliveries, kindly write "**WASH Manager**" at the back of the envelope.

## Deadline for applications

**24<sup>th</sup> July 2023** by **COB**, only those applicants selected for an interview will be contacted.

CAO is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with CAO's Child Protection Policy, PSEA, including appropriate reference and security checks. CAO's work is guided by its core values: *integrity, teamwork & commitment, inclusivity & community engagement, innovativeness and creativity; and professionalism*

**Due to urgency of this position, applications received will be reviewed on a rolling basis and the position may be filled before closing date**

