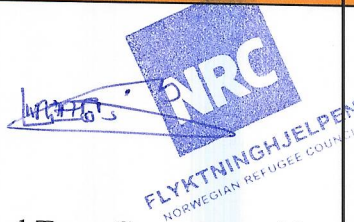




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NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANT ANNOUNCEMENT

Position: WASH Officer
Reports to: ~~Finance~~ ^{WASH} Coordinator
Supervision of: None
Duty station: Leer
Duration and type of contract: Eleven Months (Fixed Term Contract – with possibility of extension depending on funding)



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

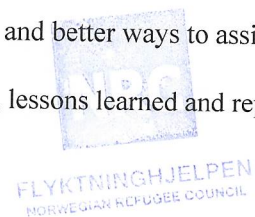
The purpose of the officer position is day to day implementation of the support functions responsibilities. Use actions words such as ensure, implement, or assist for the position relevant responsibilities.

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 meet 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.

1. Facilitate and conduct WASH need assessments in the schools, institutions and communities and collect all the needed information in accordance with the NRC requirements and guild lines.
2. Draft full detailed assessment reports based on the findings and as delegated by the line manager.
3. Propose and recommend the appropriate WASH interventions for the community based on the assessment's findings with coordination with the other NRC CC's team and WASH & Shelter specialist.
4. Coordinate with the logistic, Finance and Procurement teams to ensure that required WASH supplies and support services are ready timely as requested.
5. Work and extend full support to other CCs especially for Education and LFS teams on WASH related issues and integration.
6. Prepare WASH in community and WASH in school detailed Work plan, Procurement plan and all other required documents before commencing the work.
7. Participate and attend state / National level WASH cluster meetings and update the NRC WASH progress, challenges and any issues encountered on the ground.
8. Coordinate with Local authorities and WASH partners on the ground and update NRC WASH interventions, progress, and challenges to avoid duplications and ensure effective usage of resources.
9. Engage with local authorities, community, and School management for all phases of WASH interventions from assessments, mobilization, and implementation, monitoring and handing over.
10. Collect all feedback and comments from the community, share with management and ensure their feedback to be taken into consideration.
11. Having all the project documents well prepared in accordance with NRC requirements and as delegated by the line manager and to ensure proper archiving.
12. Support and draw WASH infrastructure technical designs using AutoCAD / Progcad software.
13. Collect beneficiaries data using beneficiaries tracking sheet and update all data related to water provision (Water Point/Sources Construction, Rehabilitation and establishment), water quality testing, Provision of sanitation facilities (Construction / rehabilitation of latrines, drainage const / rehab, trainings, etc), hygiene promotion activities and solid waste management activities.
14. Participate actively in budget developments, monitoring and reviews and participate actively in Project proposal drafting, and reporting.
15. Oversee all water supply interventions including BH drilling, BH construction, BH rehabilitation, establishment of water supply schemes, rainwater harvesting, water treatment and water quality checking including checking on the water quality parameters of physical, chemical, and bacteriological properties.
16. Oversee effective implementation of sanitation activities including supervision and monitoring of household and school latrine construction, fabrication of slabs, molding of blocks and solid waste management activities and ensuring tasks are completed correctly and on schedule.
17. Participate in beneficiary identification and selection for WASH activities in accordance with the NRC's set criteria on beneficiary selection and identification.
18. Recruit, train, and manage incentive/casual workers, supervise contractor's work and report on daily/weekly basis.
19. Select, train and supervise Community hygiene promoters, water user's committees, solid waste management committees, school hygiene clubs and water quality monitors and take account of gender, protection, the environment, and other important cross-cutting concerns in programme design, implementation, and reporting.
20. 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.
21. Prepare weekly report including community and school WASH progress, challenges and proposed action and share with Line manager and WASH and Shelter specialist.

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 (LFS, Protection, ICLA, and Shelter).
- Support (Finance, Procurement, M&E, Logistic and Security).
- Other stakeholders (RRC, Local authorities, WASH cluster, Core pipeline partners, etc.)

Scale and scope of position:

Staff:	None.
Stakeholders:	Staff is required to coordinate and collaborate with Key external stakeholders including UN agencies, INGOs, NNGOs, WASH Cluster, State focal points, Local authorities, Community representatives, Pipeline partners, Logistic Cluster etc.
Budgets:	BHA.
Information:	Staff is required to complete all mandatory courses available in NRC Kaya platform and update all achieved beneficiaries' details against the planned in Agresso.
Legal or compliance:	Staff is required to comply with all NRC's SOPs, security measures and protocols and terms of employment. Staff is also required to participate in WASH related tender and procurement committees and act on very transparently on all bidding, evaluation, and award process.

2. Competencies:

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

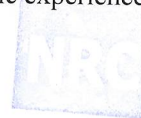
These are personal qualities that influence how successful people are in their job. Of the 12 behavioral competencies, the following are **essential** for this position:

- 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 Engineering or related field.
- Minimum 2 -3 years of experience working in a humanitarian/recovery context and specific experience in WASH.
- Experience in implementation of WASH projects in community and institutions.
- 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



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NORWEGIAN REFUGEE COUNCIL

Context/ Specific 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 were hardship areas.
- 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.

4. Performance Management

The employee will be accountable for and evaluated on the responsibilities and the competencies, based on NRC's Performance Management System. 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 **Thursday 30th November 2023** by Hardcopy in an enclosed envelope clearly marked **"WASH Officer"** to NRC Office-Juba South Sudan, Tongping-Opposite US Embassy or NRC Office in Leer.

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**

