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08/12/2022



CONCERN
worldwide

VACANCY ANNOUNCEMENT FOR WASH PROGRAMME MANAGER (INTERNAL /EXTERNAL)

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position of **WASH Programme Manager** to be based in our Nyamlel field office with 50% field visits

Job Purpose

The WASH PM will be responsible for the management of Concern's Integrated WASH programme in NBeG State in Aweil North and Aweil South Counties. This shall be done in collaboration/consultation with the Area Coordinator, Health and Nutrition; FSL Technical Coordinators and Program managers. The post holder will also be responsible for representing Concern and coordinating with key stakeholders in WASH programmes at National, State and County levels. Key activities will include training and on-the-job coaching of staff, improving reporting and analysis systems, ensuring programme is appropriately equipped and staffed, supporting procurement and HR matters for programme implementation, conducting adequate budget management of programme costs and ensuring timely sharing of information with other partners and actors.

Main Duties & Responsibilities:

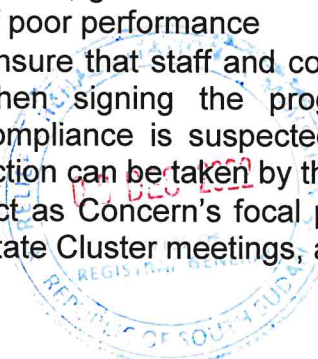
- Lead the WASH team in implementation of an integrated Health Nutrition and WASH project in NBeG with a preference to behaviour change communication working closely with the H&N Coordinator, Program managers and Officers for an effective programs
- Design and plan WASH activities in NBeG, ensuring the participation of programme stakeholders (government, other NGOs, WASH sub-cluster) in all stages of the programme cycle.
- In collaboration with the Area Coordinator and Programme Director, develop a longer-term strategy for the WASH programme in NBeG.
- Prepare Scopes of Work and Bills of Quantities for the implementation the integrated project activities (Health, nutrition and WASH) including rehabilitation and new construction works as required.
- Provide relevant inputs for the development of South Sudan's Country Strategic Plan and Annual Plans, as required.
- Oversee the day to day management of the WASH programme including leading and overseeing WASH activities according to international standards, national guidelines, Concern policies and best practices, with a special attention to gender and protection topics.
- Ensure that all the necessary resources are in place to deliver on the WASH activities (staff, logistics, consultants, finances etc.)

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- Ensure accurate management of the WASH programme budget to ensure that activities are delivered in a timely and cost-efficient way.
- Monitor programme budgets and management accounts to ensure that relevant activities are being implemented in accordance with agreed budgets
- Prepare procurement plans and work with logistics to ensure timely procurement of all necessary supplies.
- Participate in contract design, tendering and contractor performance as required for the implementation of interventions.
- In collaboration with the M&E manager, develop an M&E framework and ensure that the WASH programme is appropriately monitored to track progress, outcomes and impact.
- Ensure that best practices and international standards are applied to the WASH programme activities as relevant.
- Provide technical solutions to WASH related issues facing the population in the areas of operation and contribute to the sector wide development of standards.
- Identify opportunities for sustainability of the WASH intervention and community self-reliance and ownership through identification of exit strategies, operation and maintenance plans and capacity building to ensure longevity in design and planning WASH interventions.
- Lead the WASH component of any Concern or inter-agency rapid response missions in which Concern participates.
- Ensure that the necessary equipment, materials are available and in good working order for rapid deployment.
- Work with the NBEG Area Coordinator and Programme Director to further build and maintain Concern's emergency preparedness capacity.
- Contribute to the development of high-quality concept notes and proposals for the WASH programme.
- Prepare timely and high quality internal and donor reports for the NBEG WASH programme, in line with donor requirements (narrative and financial);
- Prepare and share timely WASH programme data as required by the WASH cluster
- Manage and provide leadership to the NBEG WASH team, contributing to their capacity building and career development including through on-the-job training.
- Ensure that the WASH team have up to date job descriptions, clear objectives, identify, and facilitate training when required.
- Ensure that each member of the team fully understands outcomes which are expected of them, by setting SMART objectives, and that they are aware of the success criteria relating to their work
- Ensure that all staff are aware of and comply with Concern's policies and procedures
- Monitor and review performance and hold staff accountable for meeting the success criteria; give corrective feedback where required and take decisive action in the case of poor performance
- Ensure that staff and contractors are compliant and fully understand their obligations when signing the program participant protection policy (P4) and where non-compliance is suspected, to inform a member of the SMT so that the appropriate action can be taken by the Country Director.
- Act as Concern's focal point for the WASH State Cluster, participating in the WASH State Cluster meetings, and other workshops and meetings.



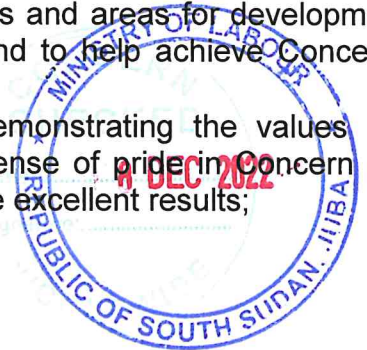
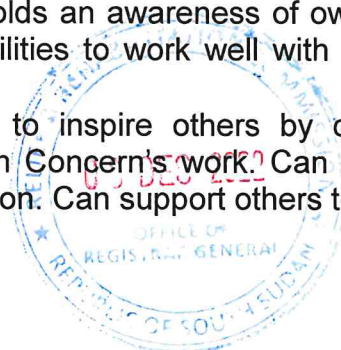
- Share relevant information in a timely manner with all of Concern's WASH programmes.
- Represent Concern to with government departments, donors and communities in State and County levels, with the support from the Area Coordinator, as required.
- Support cross-sectoral periodic programme reviews in order to assess programme progress, capture lessons learnt and adapt programme strategies as necessary in accordance with Concern's results-based management principles. Ensure mainstreaming of cross cutting issues/approaches throughout the programme cycle including: Gender, Protection, HIV and Aids, Rights Based Approach, Accountability and do no harm philosophy.
- Ensure the NBeG WASH team adheres closely to security protocols and procedures.
- Ensure that Concern's policies - such as the Equality Policy, Code of Conduct, Programme Participant Protection Policy and related documents, Fraud and Whistle Blowing Policy as well as the minimum standards of humanitarian relief and accountability (ICRC Code of Conduct, Sphere, CHS) are adhered to by all staff. Report to the appropriate manager all violations of the P4 or CoC
- Other duties as assigned by the Area Coordinator or Programme Director.

Persons Specifications

- Master's Degree in Engineering (Civil/Water/Environmental)
- Ten years' experience with an NGO implementing full WASH Programmes (with the components: behavior change communication, water, sanitation and hygiene promotion)
- Experience of managing a WASH team.
- Experience of work in development and emergency context
- Experience with Participatory Hygiene Promotion
- Experience in Water Well Drilling, Solar water supply systems and the development of emergency water Supply, hygiene promotion and Sanitation (Both Emergency and development related activities such as CLTS).
- Qualification in Hygiene Promotion/Environmental Health.
- Familiarity with Sphere guidelines and CHS
- Knowledge of Engineering Software programmes like AutoCAD, Water CAD
- Experience working in South Sudan or other fragile contexts
- Knowledge and familiarity with Concern Worldwide HR, Logistics, Transport, Purchasing and IT policies, procedures and standards
- Experience of implementing potentially contentious policies and procedures
- Experience of mentoring and on-the-job training

Competencies Required

- **Managing oneself:** Holds an awareness of own abilities and areas for development; can adapt and use abilities to work well with others and to help achieve Concern's objectives;
- **Leadership:** Can act to inspire others by clearly demonstrating the values and principles that underpin Concern's work. Can hold a sense of pride in Concern and loyalty to the organisation. Can support others to achieve excellent results;



- **Communicating and working with others:** Has used the most appropriate channel to share information with others both inside and outside the organisation; adapts the message to meet the communication needs of the audience;
- **Delivering results:** Can systematically develop plans towards achieving Concern's objectives and deliver on commitments; can use appropriate techniques to help achieve objectives;
- **Planning and decision making:** Can systematically develop plans towards achieving objectives and deliver on commitments; can make clear, informed and timely decisions appropriate to role, in the interests of Concern and those Concern works with;
- **Influence, advocacy and networking:** Can engage with others inside and outside the organisation to promote the interests of Concern and those we work with; can gather and shares a wider knowledge of issues relevant to Concern's work;
- **Change:** Responds positively and constructively to change; manages or takes part in change processes in a way that is appropriate to their role in the organisation.

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational **Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy.** These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission.** Any candidate offered a job with Concern Worldwide would be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment.** By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking.**

How to apply:

1. Interested South Sudanese applicants who meet the above requirements should submit their applications, updated CVs of not more than 3 pages, a copy of their nationality ID, and copies of educational certificates in a sealed envelope addressed to: Human Resources department at Nyamlel field office located in Aweil West, and Juba head office located along the Airport Road, opposite Ebony Bank or email to vacancies.juba@concern.net not later than 27th December 2022.
2. Do complete the summary profile and criminal background check forms when submitting your application

