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Approved by
Inspector of Labour

15/1/2023

Vacancy Announcement

Organization	Africa Development Aid (ADA)
Position/title	WASH Project Officer
Reporting to	Programme Manager
Duty station	Renk County, Upoper Nile State
Collaboration	HR & Administration Manager; Finance; Sector Programme Managers and Head of programme
Duration	Three (03) Months with possibility for extension depending on funding and performance
Number of vacancies	01 (one)
Date of the advert	25 th May 2023
Starting date	Applications will be reviewed on a rolling basis.

1.0. Organizational Context:

Established in 2012, Africa Development Aid (ADA) is an expanding National, Non-Governmental, Humanitarian and Development organization operating in Upper Nile, Jonglei, Unity, Eastern & Central Equatoria States and GPAA. At ADA, we support vulnerable communities to realize their full potentials. We focus and emphasize on building resilience by creating an environment in which local populations can thrive and become self-reliant. We work to prevent and overcome situations that adversely affect community well-being by reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policies. Our belief is that economic, social and environmental security are the bedrocks of a healthy community; therefore, our programming is aim at empowering the communities to make the good use of the humanitarian and development assistance ADA provides.

For the past ten (10) years ADA has strengthened rural livelihoods through Food Security & Livelihoods, environmental awareness, Child Protection & Education, Emergency Shelter & Non-Food Items (ES/NFIs), WASH, Peace building & Women Empowerment through transformation of harmful cultural practices. These thematic areas continue to grow and we are adapting to the rapid changes and demands that comes with it.





Motivated by the Motto: **“Secure Healthy People in Safe Environment”** Africa Development Aid is committed to promoting community safe humanitarian and equitable assistance in accordance to humanitarian principles to ensure the affected population are safe and secure. ADA is committed to promoting sustainable economic and social development by working with local communities through relief and development activities. ADA aims to help the needy regardless of their race, political affiliation, creed or gender. In this regard, Africa Development Aid, is looking for a motivated, experienced and talented South Sudanese to fill the position of **“WASH Project Officer, based in Renk of Upper Nile State”**.. The WASH Project Officer will be based in Renk Town but with frequent visits to locations where WASH activities takes place.

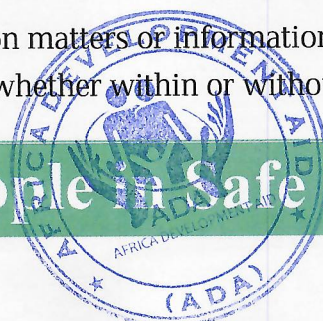
2.0. **Summary of Job description:** The **WASH** Officer provides professional technical, operational **and** administrative assistance throughout the WASH programming process, through the application of theoretical **and** practical technical skills in researching, collecting, analyzing **and** presenting programme information in a manner that is consistent to organizational rules, regulations **and** procedures.

3.0. **The objective of this position is;** The WASH Officer ensures that water, sanitation, and hygiene programs and awareness are implemented effectively & professionally in accordance with the culture and practices of the local population.

4.1. **The general duties of the employee will be as follows;**

1. To represent WASH department in the location of deployment and in other places of interventions.
2. To abide by all grant regulations imposed on ADA if applicable to an assigned project and agree to be bound by ADA's policies and procedures.
3. To abide by all regulations stipulated in ADA's Human Resource Policy and be its custodian in Renk sub office.
4. To carry out all duties assigned by ADA's WASH programme Manager and as stipulated in the 'specific responsibilities
5. To accurately complete and submit timesheet verification of all pay periods worked.
6. To carry out any duty (ies) and responsibilities assigned by the direct supervisor.

7. To maintain confidentiality on matters of information pertaining to ADA that should not be disseminated whether within or without.



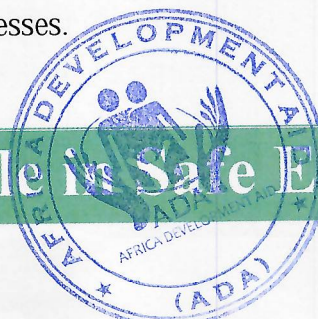
8. Any other duties as may be assigned by ADA's WASH department or by the Management from time to time

4.2.

Specific job responsibilities:

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1. Advising the WASH team in water, sanitation and hygiene promotion programming, in broad coordination with other sectors
2. Ensuring quality and integrity of implementation, including adherence to technical guidelines, administrative systems, and established deadlines
3. Identifying and addressing staff capacity building opportunities
4. Evaluating the relevance and appropriateness of current and future programming in relation to water, sanitation and hygiene promotion in the local context
5. Advising on mainstreaming gender, protection, and DRR in project and program activities
6. Preparing the activity plan and monitoring and evaluation system for the proposal
7. Analyzing the baseline study data to determine the underlining needs of the beneficiaries
8. Undertaking staff capacity building specially hygiene promoters
9. Contributing to contingency planning for possible WASH emergency response if required
10. Contributing to the preparation of internal and external reports for the NGO and donors, including expenditure plans and situation reports
11. Carry out status and need assessment of sanitation (dry and liquid wastes) and hygiene in the targeted villages or projects. .
12. Manage sanitation and hygiene activities using authorized and applicable methodologies and approaches, including PHAST /CHAST/CLTS.
13. Plan and implement the proper waste management activity using appropriate and accepted approaches of WASH activities.
14. Participate in inter-agency meetings/events on WASH programming to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of WASH programs/projects and to integrate and harmonize ADA output results and implementation strategies with development and planning processes.



15. Ensure proper planning, standard design and construction of Latrines in the project target area, particularly in Transit Centers sites
 16. Promote proper utilization and management of latrines with special emphasis in the targeted community
 17. Plan and implement improved hygiene promotions interventions using accepted tools and approaches.
 18. Develop and promote water purification methods in the targeted area.
 19. Identify the relevant water treatment methods at water sources or reservoirs and at household level, and ensure the awareness and intervention of the applicable water treatment activities to the particular target village or community.
 20. Develop a communal ownership, utilization and management strategy of the WASH facilities including water schemes and latrines for the water groups so as to enable the community use of the facilities in a sustained manner.
 21. Organize training and awareness creation events on improved sanitation and good hygiene practices for local community and other stakeholders.
 22. Ensure and undertake awareness training and applicable promotion works on water treatment /purification, improved sanitation, better hygiene practices including use of MHM kits by women and girls of reproductive age.
- 5. Key Qualifications and Competencies:**

Education:

- University Degree or Diploma in public health, Social sciences, behavior change communication or other specialised field related to WASH.

Experience:

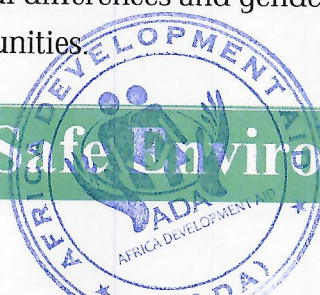
- 2-5 years professional work experience in WASH-related programme

Language Requirements and skills

- Oral and written proficiency in English
- Spoken Arabic
- Candidate who read and write Arabic may have advantage
- Knowledge of computer applicxations including but not limited to Ms words, excel, access, powerpoint and internet applications.

11. Desirable

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.





- Ability to demonstrate an openness and willingness to learn about the application of gender mainstreaming, women's rights, and diversity at all times.
- Good interpersonal and presentation skills, diplomacy, and ability to remain calm under pressure and not lose sight of priorities.
- Familiarity with conflict-sensitivity approaches and application of Do No Harm Methodologies
- Commitment to ADA's safeguarding policies to ensure all people who come into contact with ADA are as safe as possible.
- Ability to think creatively, work in a team, and perform under challenging circumstances is crucial
- Excellent facilitation and communication skills.
- Good understanding and practical experience in the application of equity issues (Gender and diversity)
- Good computer skills in MS office

12. Attitudes

- Proactive and takes initiative.
- Flexibility
- Reporting experience, problem solving and diplomatic skills
- Respect when dealing with others.
- Identify him/herself with the mission, vision and values of ADA
- Multi-tasking

6. Representation

1. Representing the organization in the cluster's meetings in the field
2. Collaborating and coordinating with the government, NGOs, and UN agencies on WASH issues at counties and states level.
3. Participating in County level in WASH meetings and other relevant humanitarian/recovery coordination meetings
4. Ensuring that all relevant stakeholders have information about the organization's background, program, objectives, working areas, duration of programs and activities in the field
5. Promoting and reinforcing relationships with district and provincial technical authorities

7. Desirable



Coordination and Representation.

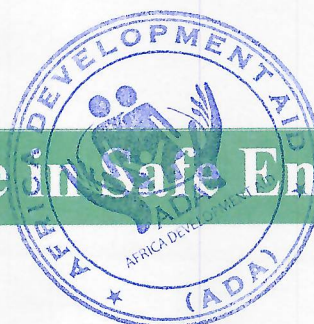
- Represent ADA externally through engagement with partners and donors such as (inter-agency coordination meetings, liaise with UN, and international agencies including with, government institutions in matters related to this programmes
- Contribute to disaster prevention, readiness and emergency preparedness at all levels of the local government.
- Build and maintain relevant strong relationships with government, UN, INGO, and local actors for strategic and programmatic purposes
- Enhance complementarity with other sectors as much as possible including WASH, resilience and food security and livelihoods, Women Empowerment with emphases on gender and protection issues.
- Represent ADA at key humanitarian forums and networks as well as conducting any other duties as may be assigned to you by your line manager.

8. Management and Reporting

- Submit periodic progress reports on activities in line with the log frame with focus on success, challenges and impact generated by the activities
- Support preparation of annual and quarterly budget planning as relevant to DRM
- Ensures financial regulations and procurement procedures are strictly adhered to
- Initiate procurements within assigned areas of responsibility if any.
- Support documentation of best practices and lessons learned.
- Prepare quarterly, annual, and other reports as required

9. Other

- Be eager to and require others to adhere to ADA's principles and values as well as the promotion of gender equality, justice and women's rights.
- Understanding of and commitment to adhere to equity, diversity, safeguarding policies including but not limited to child protection, protection of the survivors of SGBV, and staff health and wellbeing principles.





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This is a challenging opportunity for a dedicated and highly motivated professional. Please submit your application to **HR & Admin Department** or send through duop@adadevelopment.org _or bring hardcopies of your updated CV with valid contacts of three referees, letter of application and academic credentials in sealed envelope to ADA Office in Thongpiny, Theo Road, opp. Medair Country Office.

ADA is an equal opportunity employer. However, this position is only for South Sudanese nationals

Deadline for this advert is Thursday Monday 13th June 2023 by 4:30PM

Female candidates are strongly encouraged to apply!

