

**SAMARITAN’S PURSE INTERNATIONAL RELIEF | HAITI COUNTRY OFFICE**

**JOB DESCRIPTION**

**WASH PROJECT COORDINATOR**

**Job Title:** WASH Project Coordinator

**Reports To:** WASH Program Manager

**Location:** Cap-Haitian, Haiti

**Date Updated:** April 2024

**Program:** WASH

**Employee:** Vacant

**SUMMARY:** The WASH Project Coordinator is responsible for all aspects (the design, implementation, quality control, monitoring and evaluation) of WASH projects ensuring the minimum standards is met and quality control is carried out throughout the implementation of WASH programs. The post holder will report to the WASH Program Manager and will work closely with program development officer. The post holder will be based in Cap Haitian but is required to travel up to at least 50% of the field sites.

Project approaches, methodologies, and strategies need to be innovative, cost effective, and sustainable. The post holder is also responsible for team management and leadership, team capacity building, vision-casting, high quality and timely reporting (both internal and external), and maintaining strong stakeholders and government relations. Assist the PDO in conducting needs assessment, surveys and base lines, and mid-term or end line evaluations of WASH projects.

This position requires commitment to, understanding of, and compliance with Samaritan’s Purse Mission and Statement of faith as well as all other SP polices (FOGs and others).

**ESSENTIAL DUTIES AND RESPONSABILITIES:**

**Program Development**

* Conduct feasibility, needs assessment, and baseline studies of potential WASH projects
* Responsible for the development of winning WASH Concept Notes and full proposal packages
* Provide sectoral inputs to inter—sectoral planning and proposal development using fresh data
* Ensure proposals and budgets are prepared in line with internal FOG and other donor guidelines

**Soliciting Resources:**

* Assist the POD and SPH leadership to identify the funding needs for WASH programs and develop a proposal and budget in alignment with defined strategies
* Be intentional about soliciting additional funding for the country office through WASH donor mapping and follow up of the funding cycles and priority areas (regions, themes…) of different potential donors
* Identify and report potential donors and projects to the line manager and pursue opportunities

**Strategies:**

* Formulate WASH strategies for the Country Office in collaboration with leadership
* Regularly review the effectiveness of existing sector approaches and provide recommendations for improvement
* Promote knowledge management by exchange of knowledge, information, experience, lessons learned, promote knowledge sharing with project staff and provide inputs to develop sustainable and innovative approaches and technologies.
* Maximize sharing of lessons learnt through development of tools and ensure they are adopted
* Document and share (in training or workshops) lessons learnt and best practices
* Identify and encourage the use of innovative and creative program models for maximum impact.

**Quality Controls:**

* Ensure clear and measurable monitoring bench marks all indicators are built-into all new proposals
* Ensure SP Haiti meets Government requirements regarding WASH related policies and strategies
* Support management in the development and review of BOQs and technical specifications
* Develop quality standards and specification and undertake field visit to assess the quality of works an ongoing monitoring mechanism
* Prepare WASH project MEAL workbooks. Update and submit them monthly on time.
* Oversee that WASH projects are implemented maintaining adherence to SP, donor and statutory guidelines and policies as well as approved budgets and work plans
* Make regular visits to field sites to provide field staff support, address programmatic challenges, explore potential new projects, verify reports and confirm quality of implementation
* Work closely with sector specialists to improve the technical quality of programming and compliance with best practices such as adherence to humanitarian and development standards and principles
* Develop tools to ensure implementation are conducted as per required quality standard (ex: CHS)
* Create and keep an up-to-date grant management (grant tracking, internal and external report schedules…) records at all times
* Keep record of project achievements, MEAL statistics, reports, and others
* Prepare high-quality reports (both internal and external) and submit on time
* Supervise, manage and monitor all project related operations and staff
* Coordinate and facilitate WASH grants, ensuring that team plans are made and worked on, and thereafter seeking approval of necessary changes to the proposal
* Verify actual accomplishment & technical verification (Verifying activity tracking sheets) of projects

**Reporting:**

* Write field visit report to provide feedback on quality and engineering works underway to further advise program management of any corrective measures to be taken and ensure donor reports are following all grant related reporting requirements
* Undertake any other duties as designated by the DCD to support the smooth operations and functioning of the department

**Leadership & Capacity Building**

* Provide direct leadership, management and supervision to the project team
* Facilitate training of program/project staff in the areas of WASH Management
* Responsible for intentional capacity building of staff and partners
* Ensure the adoption of a Biblical worldview among team members

**Networking:**

* Represent SP at relevant sectoral working group meeting, and events related to WASH
* Build and cultivate a good working relationship with potential donors & partners

**COORDINATION & COLLABORATION**

* Provide professional representation of SP in different sector level meetings with government, donor and civil society partners, actively and strategically engaging with stakeholders to increase support and publicity for SP programming
* Coordinate with procurement staff to ensure procured supplies and equipment meets the required technical specification and the quality
* Prepare public tenders and the necessary document when service outsourcing is required
* Internally liaise with PDO, finance and others in country office
* Closely and work with IHQ technical advisors in IHQ for advice and guidance
* Identify and develop linkages with livelihood and other sectors to contribute towards increased synergy and a one program approach
* Represent Samaritan's Purse Program on WASH issues and liaise with other INGOs, local NGOs, and Governments departments and WASH cluster coordination
* Mentor and train staff (where appropriate partners) to equip them to implement quality of projects

**MANAGEMENT & ADMINISTRATION**

* Attend daily morning devotions and participate in prayer support for the ministry
* Maintain a strong Christian witness to colleagues, and all stakeholders and the general public
* Demonstrate exemplary Christian servant leadership in all aspects of work and relationships

**QUALIFICATIONS:** To perform this successfully, an individual must maintain a personal relationship with and be consistent witness for Jesus Christ, as well as able to perform each essential duty satisfactorily. The requirements listed below are only representative of the knowledge, skill, and/or ability required:

* Takes initiative, is responsive and dependable team player
* Compassionate to serve and willing to travel in and out of field
* Is practical and prompt wit good reasoning skills
* Able to keep communication lines open with all parties
* Ample understanding of major donor’s rules regulations and their perspectives
* Organizational and time management skills
* Good interpersonal and written oral communication skills
* Experienced networker and multi-cultural team leader
* Ability to coordinate activities with other agencies and maintain positive working relationships
* Ability to read, analyze and interpret general business periodicals, professional
* Excellent writing and speaking English a must

**EDUCATION KNOWLEDGE SKILLS AND EXPERIENCE:**

* MSC in civil Engineering, Hydrology, Environmental Science, Agronomy or related field
* At least 3-year experience in designing and implementing WASH projects
* Previous experience working as WASH coordinator preferably in NGO context
* Field level management experience
* Experience in mobilizing resources and implementing WASH Programs
* Knowledge of and experience in the Haiti grand south departments is an added advantage
* Proven leadership skills to lead the team and good people management skills
* Competent in applying best practices in monitoring and evaluation
* Demonstrated skills at report and proposal writing
* Excellent verbal and written communication skills, with meticulous attention to detail
* Creative and strategic thinker with strong capacity to execute

**LANGUAGE:**

* Fluency in French and Creole is a must
* Proficiency in English (both verbal and written) is a requirement

**DISCLAIMER CLAUSE:** This job description is not an exhaustive list of skills, effort, duties and responsibilities of the position. This is an addendum to the employment contract. It may also be reviewed from time to time in the light of changes in strategic developments and following discussion with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate achievement of the responsibilities above in accordance with the performance review process.

Interested candidates should send their letter of application, CV, diploma and certificate by e-mail to: SPHaitiRecruitment@samaritan.org. The deadline for applications is May 19, 2024. Please note that only shortlisted candidates will be contacted. Interviews will take place on an ongoing basis and the vacancy will be closed once filled.