# **Wash Coordinator**

**JOB DESCRIPTION**

POSITION TITLE: Wash Coordinator

REPORTS TO: BHA Program Manager

LOCATION: Les Cayes with frequent field visits

WORKING SCHEDULE: 40-48 Hours per week

World Relief (WR) is a global Christian Humanitarian and international non-governmental organization that brings sustainable solutions to the world’s greatest problem-disasters, extreme poverty, violence, oppression, and mass displacement. We partner with local churches and community leaders in the US and abroad to bring hope, healing and transformation to the most vulnerable. WR’s mission is to mobilize the church to serve the most vulnerable, and WR works through churches and other community groups in the areas of health and nutrition, agriculture, savings, water, sanitation and hygiene, and peacebuilding, both in relief and in development capacities. World Relief has been operating in Haiti since 1993.

**Job purpose:**

The WASH Coordinator (WASH Co) will be responsible for ensuring that WRH interventions respond to the local context in a sustainable manner and are closely coordinated with other WRH sector programmes

He/She will have strategic oversight of primarily WRH’s BHA Project WASH strategy and operations across all WR Haiti’s areas of operation in Southern Department.

The WASH Co will be responsible for the overall management of water and sanitation activities, including (but not limited to) planning implementation of activities, supervising the activities to ensure that WR meets the agreed minimum standards, ensuring sound financial management of these activities, and providing management oversight of all water and sanitation staff. He/she will liaise closely with the field WASH teams, other sectors and the Field Coordinators to improve community participation and ownership of all water and sanitation activities and to improve programme quality. He/she will also liaise and coordinate with the WR Global HO WASH Technical Advisor (TA) for technical and strategic support, and be part of the World Relief international WASH Community of Practice (WASH CoP).

Under the supervision of the Programme Manager, The WASH Coordinator will work closely with the Agriculture Manager to ensure WASH and Agriculture programming complement each other as per WR Haiti strategic priorities. The WASH Co will also collaborate with other members of the Programmes and Systems Team, and is responsible for promoting and ensuring an organizational culture and WR’s core values – follow Jesus, Local Church Empowerment, People, Excellence or Continuous improvement, Empowerment, Partnership and prayer.

WR will hire one professional for this position to work from Les Cayes. The position holder will frequently be traveling to BHA project sites in South and periodically to the Country Office in Port au Prince as the project demands.

**Main responsibilities:**

**High Quality Programme Development, Management & Implementation**

The WASH Co will provide dynamic programmatic leadership and strategic direction to ensure technical and financial integrity of all WR WASH programmes, diversifying and strengthening the portfolio, ensuring on-time and technical programme delivery, within relevant technical and donor technical specifications.

* Lead on WASH strategic programme direction for Haiti and ensure an integrated WASH programme approach to the programme implementation while maintaining excellence and accountability to beneficiary population and the donor through promotion of community participation and ownership.
* Plan, direct and coordinate technical and operational activities to ensure that project goals and objectives are accomplished with prescribed timeframes and funding parameters, and to outstanding quality
* Develop and manage the WASH budgets through monitoring program implementation of activities versus spend rates, and ensuring that donor budgets are adhered to, and modified, as necessary.
* Contribute to and support on the development and production of proposals and narrative reporting to donors, ensuring they are delivered on time and to a high-quality technical standard.
* Ensure timely and technically appropriate responses to issues that may arise during implementation of WASH programming and seek innovative and robust solutions to those issues, with support from the HO WASH TA.
* Ensure WASH assessments are conducted in new areas to feed into the growth of the WASH portfolio and respond to unmet needs.
* Provide WASH sectoral leadership and technical support to needs assessments and their analysis and ensure their linkage to wider WASH strategy, programmes plans and budgets.
* Lead on the development of tools, SOPs for the WASH programme to increase replicability of programmes.
* Work closely with the MEAL Manager and Senior Project M&E Officer to ensure that a robust programme monitoring and evaluation framework exists to ensure quality and performance to standard.
* Ensure WR WASH Monitoring and Evaluation tools are fit for purpose and regularly evaluated, and monitoring results and learnings are incorporated into the programmes.
* Ensure that achievements and best practices are captured and disseminated including the continual re-evaluation of programme activities and information, with resulting activity adjustments.
* Ensure compliance with donor regulations and procedures, including compliance with WR’s internal policies and guidelines.
* Encourage a learning and dynamic environment that facilitates two-way learning with various stakeholders, including other parts of WR. Promote semi-annual programme learning and reflections to strengthen the quality of the program and to document learnings and share with the WASH CoP as appropriate.
* Work with the communications department to share information, stories and extract lessons learnt on WASH programming, on the WR website and other public forums, and in collaboration with the Global HO (Home Office), eventually feedback the lessons learnt to other WR countries.

**Lead, Mentor, and Manage WASH Programme staff**

* S/he will be responsible for providing effective supervision, leadership, coaching and guidance to the WASH staff located across the intervention area and for the development of human resources to ensure a skilled, motivated and collaborative workforce.
* Ensure the proper Implementation of WR’s performance management system for direct reports, including individual and project planning, regular feedback, coaching and mentoring, mid-term reviews and annual performance appraisals.
* Support an organisational culture that reflects WR’s mission, values, promotes accountability and high performance, encourage a team culture of learning, and innovation.
* Oversee the recruitment and orientation of new direct reports
* Maintain a focus on the training and development needs of the programmes team and support HR to arrange capacity development exercises
* Ensure that all key programme staff has a common and appropriate understanding of the programmatic approaches and priorities
* Frequent travels to intervention area, for field teams’ meetings, capacity building and closely oversee some of the field activities and develop a clear guidance to the team on any areas of improvements.

**WASH Programme Technical Oversight**

* Ensure WASH technical standards are embedded into the WASH programme, where appropriate and relevant.
* Participate in the development of technical and innovation tools related to WASH projects (Monitoring tools, Technical requirements, ToRs for consultants and evaluators) in direct relation with the Programme Manager, Senior M&E Officer and HO WASH TA.
* Provide technical direction and guidance to the WASH team in WR Haiti to assure quality implementation standards are anticipated and properly addressed
* In coordination with the WASH advisor from WR Home Office, strengthen the capacity of the WASH team to create technical documentation (drawings, specifications and bills of quantities). Review and provide technical guidance on the documentation.
* Lead, in conjunction with the WASH advisor from Home Office, WR’s WASH preparedness and response plans.
* Stay abreast of the latest innovations, practices and technology in the WASH sector to provide technical recommendations and input to programme development and strategy.
* In coordination with the HO WASH advisor, provide technical assistance, or find alternative sources of technical advice as necessary, to programmes on WASH, including low cost and innovative technologies.
* Ensure commitment of the WASH team to cross cutting areas such as gender, protection, disability, DRR and environmental sustainability within all WASH programming. Ensure integration with other key sectors such as WR CEZ/IM programming.

**Coordination and Collaboration**

* Coordinate and collaborate closely with the Agriculture Manager to ensure integration of WASH components into the broader WRH programming to align with WRH strategic objectives.
* Coordinate and collaborate closely with the BHA Programme Manager to ensure integration of WASH component into the broader BHA programmes sectors.
* Participate in WASH programme planning, implementation and review meetings to assure synergies in WR multi-sectoral programmes.

**Representation and Networking**

* Lead the team to be well positioned with donor, government, and strategic partners with respect to its current and future programme. Participate in the relevant donor, government, and civil society fora to promote good development practices and a relevant role for WR’s WASH programmes.
* Ensure WR is appropriately represented in external coordination mechanisms including the WASH cluster and technical working groups to ensure WR is represented as a key WASH actor, and ensure coordination and demonstration of WR’s WASH programme amongst key stakeholders.
* Participate in all WASH related coordination meetings and share key meeting’s outcomes for decision making
* Liaise and engage with DINEPA, OREPA and other governmental bodies relating to WASH

**Requirements (Person Specification)**

**Essential**

* Master level qualification in water and sanitation engineering, civil engineering, Public Health or relevant technical WASH specialization; OR equivalent senior experience in WASH programming managing large complex humanitarian projects at a senior level.
* At least five years of work experience with designing and implementing complex, high-value water and sanitation systems in remote area, or hard to reach contexts, maintaining sanitation systems, and implementing hygiene promotion programs, including 2 years in a humanitarian setting ; or equivalent combination of education and experience.
* Experience in emergency and early recovery phases, including assessments and the design and delivery of effective water supply and hygiene promotion interventions in humanitarian and development contexts.
* Strong strategic, analytical, systems thinking, and problem-solving skills, with capacity to see the big picture and ability to make sound judgment and decisions.
* Team leadership abilities with diverse/multi-disciplinary teams. Coaching skills.
* Strong demonstrable experience in all aspects of programme management including programme planning, implementation, monitoring and evaluation, financial management and the design/utilisation of appropriate programme management tools, and the capacity to transfer this experience to others
* Spoken and written French and English language proficiency required, Creole being an added advantage.
* Strong communications and presentation skills; able to develop tailored and persuasive messaging for varied audiences.
* Excellent report-writing skills, both for internal (WR) and external (WASH Cluster, Donor, OREPA/DINEPA etc.) communication; particularly for regular progress and other reporting as required.
* Proactive, resourceful, solutions-oriented, and results-oriented.
* Experience and understanding of key institutional donors’ policies, guidelines and strategies e.g. USAID/BHA, ECHO and UN bodies
* Demonstrated ability to effectively negotiate and collaborate with donors, partners, and stakeholders at all levels
* Demonstrated record of accomplishment of working across teams and fostering partnerships across a variety of stakeholders at a senior level.
* Adaptability and flexibility: Ability to manage a large workload and multiple tasks in a fast-paced environment with tight deadlines, and to continually reprioritise multiple tasks as a result of new information.

**Desirable**

* Knowledge of WR’s target areas in South & South East Departments and understanding of the humanitarian crisis in Haiti
* Proven capacity for policy development, and long-term strategic planning
* An appreciation of WASH in health facilities and outbreak preparedness and/or response.
* Experience working with “*Technique de construction Locale Amelioree* (TCLA)” and other participatory approaches

**Code of Conduct**

* It is our shared responsibility and obligation to treat each other with respect, take affirmative steps to prevent matters involving Sexual Exploitation & Abuse and Persons Trafficking, and to disclose all potential and actual violations of our Code of Conduct, which may include Conflicts of Interest, Fraud, Corruption, Discrimination or Harassment. Together we can reinforce a *culture of respect, integrity, accountability and transparency as we move “Forward Together”.*
* For World Relief staff, strong commitment to the mission, vision, and values of World Relief is essential, and Christian faith is a prerequisite for employment, based upon United States federal guidelines provided in Title VII of the Civil Rights Act of 1964.
* World Relief is both an equal opportunity employer and a faith-based religious organization. This means that we conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual.
* The status of World Relief as an equal opportunity employer does not prevent the organization from hiring staff based on their religious beliefs, so that all staff share the same religious commitment.
* Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e 1(a) World Relief has the right to, and does, hire only candidates who agree with World Relief’s Statement of Faith.

**HOW TO APPLY**

Please send your applications to the following email address: wrhadmin@wr.org with “**Wash Coordinator**" in the subject line. Attach the following documents: Cover letter, Curriculum Vitae, Degree & Certificates obtained.