

<b>Reference:</b>	ROR/HI/WPM
<b>Country:</b>	Haiti
<b>Job Title:</b>	WASH Programme Manager, La Gonâve

Date requested: 15<sup>th</sup> March 2015

Contract Grade: A

Contract Length: 18 months

Date Needed By: 15<sup>th</sup> April 2015

New Post or Replacement: Replacement

Accompanied / Unaccompanied: Unaccompanied

Exact Job Location: Based in Anse a Galets (La Gonâve), but regularly visiting program sites in both West and East La Gonâve, Haiti

Reports To: Area Coordinator, La Gonâve

Responsible For: timely and quality implementation of the WASH component of the “Multi-Sectoral Rural Development Programme”, in accordance with the programme proposal, country strategy, Concern policies and procedures, thus ensuring the quality of works, the constant community participation and the capacity building of the WASH team.

Liaises With: WASH Advisor, other Project Managers (Livelihoods and Fisheries), Logistics and Finance

**Job Purpose:** Based in La Gonâve, the WASH Programme manager will be responsible for the day to day implementation of the WASH component of Concern’s multi-sectorial Programme in La Gonâve; namely; borehole drilling & construction; protection of spring sources and upgrading of some into piped water supplies; rehabilitation of rain harvesting cisterns and hygiene promotion including skills transfer to HH in affordable latrine construction. To ensure sustainability of the WASH assets and to promote equity and lessen vulnerability, other priority activities will include advocacy for and capacity building of water management structures; advocacy for and promotion of safe catchment exploitation and conservation practices as well as DRR (Disaster Risk Reduction) and Peace Building. The WASH Programme manager will work under the managerial supervision of the La Gonâve Area Coordinator. S/he will directly supervise a team of WASH technical expertise in water supply, hygiene, community development and environment conservation. S/he will liaise closely with the WASH Advisor and other technical counterparts based in La Gonâve and/or Port au Prince (including Livelihoods, Education, DRR, and

Peace Building). S/he will also ensure close collaboration with the DINEPA office in La Gonâve, counterparts among Local authorities, counterparts in national and international agencies working on the island, and in forging strong partnerships with local leaders, administration and representatives of targeted communities.

### **Main Duties & Responsibilities:**

#### *Programme implementation:*

- Responsible for day to day implementation of WASH project activities in La Gonâve: borehole drilling and pump installations, spring and pipeline design and construction, hygiene and sanitation promotion (latrine prototypes), establishment and capacity building of water management structures, promotion of environmental awareness and safe catchment exploitation/conservation.
- Directly plan, organize and supervise drilling activities, whilst progressively building the capacity of a National Staff to be able to manage the Concern drilling rig and activities
- Ensure the preparation and required approval of detailed implementation work plans in line with the WASH Project design and Monitoring & Evaluation plan. Provide the necessary guidance and support to the team to achieve timely and quality implementation of activities
- Carry out regular field visits to inspect works, review progress and determine/receive feedback from the team and the beneficiaries regarding emerging challenges and gaps in original plans, providing timely feedback and suggestions for changes to the WASH Programme Advisor.
- Organize regular project review sessions through participatory methodologies involving beneficiaries and other stakeholders in the areas of intervention, with the aim of establishing and/or verifying emerging needs, gaps and priorities, and communicate these to the WASH Programme Advisor as part of a continuous programme review and improvement process.
- Compile WASH progress reports from the various activity reports as per established monitoring plans, formats and schedules and submit to the WASH Programme Advisor and to the Area Coordinator in a timely manner.

#### *Procurement and Budget Expenditure*

- Prepare procurement plans against approved work plans and ensure timely initiation of procurement requests in line with Concern guidelines and procedures.
- Approve budgeted expenditure in line with Concern and Donor financial guidelines, ensuring that requested expenses match approved procurement plans, and respecting approval ceilings.
- Monitor and track budget expenditure and burn rates, flagging over/under expenditures and recommending corrective measures to the WASH Programme Advisor and the Area Coordinator in a timely manner.
- Prepare monthly budget forecasts with reference to the overall programme annual budget forecast and submit to the Area Coordinator on time.
- Ensure proper contracting, field level oversight, works certification and payment preparation processes for contractors and other service providers engaged to execute WASH works.

- Monitor warehouse material stocks and dispatches to avoid idle stocking, and to ensure that deliveries are done and utilized in compliance with Concern procedures.

#### *Preparation of Project designs, Funding Concepts and Donor Reports*

- Responsible for the proper siting, design, development, construction and data profiling of boreholes in close consultation with the WASH Programme Advisor.
- Conduct field assessments within the programme area as may be requested by the WASH Programme Advisor to gather baseline data for new project designs or for improvement of on-going projects.
- Contribute towards preparation of WASH budgets, funding concepts and proposals through analysis of field data and actual costs incurred on activity implementation.
- Assist the technical team with preparation of bills of quantities and costing of activities.
- Contribute to the drafting of WASH donor reports through the preparation of an up to date project database as per Concern and donor log frames and monitoring plans.

#### *Management of WASH Team*

- Directly supervise the La Gonâve WASH team comprising of technical expertise in water supply, public health, community development and environment.
- Conduct mid-year and annual staff Performance Planning and Development Review (PDR) for the employees directly supervised, and ensure the PDR process for the whole team.
- Ensure efficient team deployment through a system of up-to-date job descriptions and organizational structure developed in line with Concern organizational structure. Regularly review and recommend staffing structure reviews to the WASH Programme Advisor and Area Coordinator.
- Identify staff training needs and recommend on-job or other capacity building measures in close consultation with WASH Programme Advisor, Area Coordinator and HR department.
- Proper planning of staff leaves and absences.
- Ensure team motivation and team work and promote open communication and feedback channels and fora. Promote adherence to Concern 4P through leading by example.

#### *Other Duties*

- Contribute to organisational accountability initiatives, including overseeing the roll out of commitments of Concern under the HAP (Humanitarian Accountability Partnership) within the systems function
- Adhere fully to the commitments and rules of Concern's Programme Participant Protection Policy and Code of Conduct (P4 and CofC), including the respect of confidentiality.
- Report to the appropriate manager all violations of the P4 or CofC - this is a mandatory duty for all staff.

## PERSON SPECIFICATION

### ESSENTIAL

#### 1. Education & Qualifications Required:

- Minimum of a BSc in Water Engineering, Civil Engineering, Mechanical Engineering or WASH-related field.

#### 2. Experience Required:

- Minimum 3 years WASH experience including at least 2 years management experience.
- Thorough technical knowledge of water supply construction and maintenance.
- Experience in Drilling Supervision
- Ability to communicate effectively in French
- Experience in household level sanitation, hygiene promotion, community mobilization, participatory planning and environmental conservation.
- Capacity building experience, including identification of training needs and training experience
- Proven ability in report writing, research and documentation
- Experience in Monitoring and Evaluation techniques and a good grasp of project cycle management.
- Experience of collaboratively working with local authorities, partners, NGOs

#### *Desirable:*

- English language skills
- Hands-on experience of PAT Rig operation.
- Knowledge of the norms, policies and rules enforced in Haiti in the WASH sector through the national structures DINEPA/OREPA.
- Experience with Social Behaviour Change model, PHAST methodology and CLTS approach.

#### *Special Skills, Aptitude or Personality Requirements:*

- Thorough understanding of budgetary, HR and procurement processes
- Ability to organize and prioritize workload, using initiative when appropriate
- Good team player, flexible and capable of working with a multinational country team, politically and culturally sensitive
- Ability and willingness to live and work in remote locations with difficult terrain and harsh climatic conditions, with limited access to recreational opportunities.
- Ability to cope with stress, work under pressure often to strict deadlines
- Flexibility, adaptability, sense of humour, and patience
- Ability to motivate and develop skills of others
- Facilitation and interpersonal skills
- Analytical and problem solving skills
- Ability to assess problems and recommend solutions

- Methodical and thorough
- Excellent communication skills in English
- Excellent computer skills, including Microsoft Word, PowerPoint and Excel
- Empathy with the way Concern operates and respect of the target groups

---

All applications should be submitted through our website at <https://jobs.concern.net> by closing date. CV's should be no more than 4 pages in length.

Due to the urgency of this position, applications will be short listed on a regular basis and we may offer posts before the closing date.