

POSITION DESCRIPTION

Position Title:	Water and Sanitation Officer
Department:	Program
Location:	Xamneua District, Xiengkhouang Province, Lao PDR
Reports to:	Provincial Area Manager
Employment Status:	Full-Time
Direct/indirect reports:	None
Date revised:	23 July 2018

ORGANISATIONAL CONTEXT

ChildFund Laos is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 14 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Laos in 2010, and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are implemented in Xieng Khouang and Huaphanh Provinces, some of the country’s poorest regions with significantly high unexploded ordnance contamination, as well as the Vientiane Municipality.

With a focus on upholding child rights and improving access to quality education, ChildFund Laos also prioritises projects which focus on child nutrition, maternal and child health, and youth empowerment, through media literacy and job readiness projects.

JOB PURPOSE AND REPORTING STRUCTURE

The WASH Officer reports to the Senior Health and Nutrition Officer.

The WASH Officer has no management responsibilities

The WASH Officer works closely with the Health and Nutrition Officer and ChildFund partners in Xieng Khouang Province.

The WASH Officer liaises with other Project Officers, including the Logistics Officer and the Finance Officer based in Huaphanh.

POSITION SUMMARY

The WASH Officer is responsible for overseeing all aspects of planning, implementation and monitoring of WASH related components under the EU-funded Sustainable Change Achieved Through Linking Improved Nutrition and Governance (SCALING), programme in Xamneua District, Huaphanh Province. The position will involve working closely with district health officials, district agriculture officials, Namsaad and communities in 30 partner communities in Xamneua District, Huaphanh Province.

This is a 4-year, multi-faceted nutrition programme aiming to improve the nutritional status of adolescent girls, pregnant and lactating women, and children <5 years in project districts. The project's three main objectives are: improving nutrition and hygiene-related behaviours as well as access to quality nutrition and Reproductive, Maternal, Newborn and Child Health (RNMCH) services; targeting the local environment to mitigate the adverse underlying causes of malnutrition; and ensuring that local experience and context inform national policy, and strengthen local implementation of national policies, plans and strategies. The project will be implemented through a consortium with Save the Children as the lead in partnership with CARE and the Comite de Cooperation avec le Lao (CCL).

KEY AREAS OF RESPONSIBILITY

This post holds the following responsibilities:

Technical Support

- Build capacity and support government partners and communities in implementing quality and sustainable construction of community/household water systems and holding education sessions.
- Design and deliver training on conducting feasibility studies and impact assessments to counterparts and communities.
- Support government project partners/counterparts in developing the necessary regulations, agreements and future directions to maintain water systems and latrines in a sustainable manner.
- Develop models for safe, solid waste disposal at the community level.
- Work closely with government partners and other partner organisations to conduct community health awareness trainings in the areas of hygiene practices and water purification.
- Develop understanding and innovative solutions to provide safe, secure and sustainable access to water and sanitation.
- Work with the project engineer under the partners' support to monitor and oversee relevant infrastructure construction/repair and to ensure quality across all water and sanitation related activities at all times.

- Support local partners, particularly in the district water and sanitation office, in following water and sanitation construction standards, including obtaining official approval for such construction.
- Identify how projects can effectively address the needs of vulnerable children, girls and children of ethnic communities.
- Carry out monitoring and evaluation of all relevant ChildFund activities and to critically assess their impact on children and communities, including the documentation of water and sanitation related activities.
- Promote capacity building through facilitating exchanges and identifying training opportunities.

Coordination and Management

- Collaborate with the Provincial and District Water and Sanitation Offices and communities in the design of relevant interventions in the target district.
- Co-ordinate closely with stakeholders/partners to ensure that projects run according to implementation plans.
- Support stakeholders/partners to implement project activities according to agreed-upon implementation plans.
- Provide day to day supervision of activities, reporting, budget management and evaluation activities.
- Develop and maintain strong relationships with local authorities and communities.
- Understand and carry out in an exemplary manner, all relevant ChildFund policies and procedures.
- Work closely with the Implementation Management Committee (IMC) to ensure participatory, transparent and high quality-project planning, implementation, monitoring, and evaluation in-line with ChildFund, government, and donor requirements
- Participate in IMC monitoring activities to ensure projects meet agreed-upon outcome commitments.
- Understand and carry out in an exemplary manner all relevant ChildFund policies and procedures.

Tool Development and Implementation

- Work closely with ideas from the Health and Nutrition Officer and Senior Health and Nutrition Officer and recommendations from the Community Strength Team and PWT in designing and identifying participatory tools to form the basis of nutrition-related child and youth participation tools.
- Work closely with the PWT, Communication Manager and potentially consultant(s) in developing IEC materials aimed at increasing district and community engagement in positive WASH practices in the project area.
- Take the lead in the trial, refining and implementing WASH-related child and youth participation tools.

Project Implementation and Monitoring

- Manage all aspects of project planning, implementation and monitoring on a regular basis, including ensuring regular budget planning, spending and tracking.

- Implement monitoring activities and maintain relevant and up-to-date records of project data on a monthly basis.
- Participate in learning and to support project teams in gaining better understanding about nutrition across the projects.

Project Reporting and Administration

- Prepare regular high-quality project reports as required by the Senior Health and Nutrition Officer.
- Arrange and conduct monthly project staff and counterpart meetings to discuss project work plans, budget and plans of action relating to addressing any challenges that may occur throughout the course of project implementation.

Relationship Building and Representation

- Maintain open and trusting relationships with children and their communities.
- Maintain contact with development stakeholders including the government and to develop mutually beneficial relationships that contribute to ChildFund's aims.
- Network and liaise with NGOs, government agencies and other stakeholders in order to strengthen understanding of water and sanitation policies and innovative project strategies.
- Participate in external workshops and other meetings relevant to ChildFund's activities.
- Represent ChildFund on a daily basis at the district and provincial levels.

REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core Competencies

- Commitment to ChildFund Australia's values, vision and mission;
- Teamwork;
- Communication;
- Accountability and integrity; and
- Adaptability and flexibility.

Functional/Technical Competencies

- Strong water and sanitation knowledge and communication skills;
- A demonstrated understanding of ChildFund policies;
- Good interpersonal and relationship skills; and
- Skills in capacity building and guideline development in partnerships between projects and government partners.

Qualifications and Experience

Essential

- University qualification in engineering (water supply provision and sanitation) or related field.
- Good understanding of and experience in water and sanitation management.
- Fluency in Lao and H'mong languages.
- Strong IT skills and familiarity with MS Office, MS Windows and internet applications (including email).

- Demonstrated strong skills of teamwork and conflict resolution.
- Excellent interpersonal/communication skills with an ability to relate to people from a range of backgrounds in a relevant and effective manner.
- Strong facilitation skills and experience working in rural communities.
- Strong written skills and experience producing high quality project reports.
- Experience in participatory community development methodologies.
- Mature, dynamic, hardworking and able to manage multiple priorities.
- A demonstrated interest in/understanding of development issues in the Lao PDR.
- Willing and able to undertake work-related travel in Nonghet and beyond.
- Flexible and willing to support the overall goals of ChildFund Australia in the Lao PDR.
- Ability to work and play with children and young people.
- Lively, out-going personality.

Desirable

- Intermediate or above English.
- Previous experience working in Huaphanh Province.
- Previous experience working on EU-funded projects.
- Experience engaging with children and youth in community development activities.

Working Conditions

This is a Xamneua-based, full-time position. Standard office hours run from 0800 – 1630, however, some work outside these hours may be required. Travel to the representative office in Vientiane will be required and some international travel may be required.

The successful candidate will be offered a standard contract and the post-holder's salary will be set according to experience and qualifications, in accordance with ChildFund's salary scale.

ChildFund Laos can offer an excellent package to the right candidate with excellent opportunities for professional development and a strong benefits package including employee health insurance. The salary range for this post is be set according to ChildFund Laos' salary scale based on experience and qualifications. ChildFund Laos is an equal opportunities employer.

APPLICATION INFORMATION

Applications can be made by email to hr@childfund.org.la; all other applications will be rejected. In addition, ChildFund will ONLY accept applications that include a CV and a cover letter that address the criteria above.

ChildFund Laos will not return any applications and does not require interested candidates to submit copies of certificates, ID cards or any other information.

ChildFund Laos is an equal opportunities employer and has a strict child protection policy and background checks will be undertaken prior to any offer of employment. All candidates should submit two professional referees including their current or most recent employer.

APPLICATIONS SHOULD ONLY CONTAIN A CURRENT CV AND A COVER LETTER IN ENGLISH ADDRESSING THE CRITERIA OUTLINED FOR THE POST.

Please send all applications to hr@childfund.org.la and must be received by 5:00 pm August 10, 2018

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