

JOB TITLE: WASH TEAM LEADER

Annual Salary and Benefits	- 24,259 – 34,896 GBP
Internal Job Grade	- C2
Contract type	- 10 month
Reporting to	- Ninewa Program Manager
Staff reporting to this post	- PHP & PHE Officers and Assistants
Locations	- Ninewa Governorate, Iraq
Annual Budget	- Approximately £500 to £1million

Shaping a stronger Oxfam for people living in poverty.

Team Purpose

under direct supervision of Ninawa program manager and technical supervision of Oxfam WASH Coordinator in Iraq

- Coordinates and delivers agreed plans or strategies over which the job holder has some strategic input.
- Represents the affiliate in coordination meetings and building external relationships.
- Impact and influence of the job is mostly within the job holder's own programme unit but occasionally also in other parts of the affiliate and/or with an external audience.
- Plans and manages the resources of one or more sub-units of emergency response in case of expansion
- Helps shape local level objectives within in a specific team.
- Provides specialist advice or specific skills to their team or programme unit.
- Their plans and objectives are developed to contribute to country programme strategy and can involve collaboration with other programme units
- Management tasks are complex and non-routine within their specialist unit or function.
- Ability to analyse and communicate complex information to a wide audience.
- Decision-making requires significant levels of judgement based on technical and management experience, generally actively supported by line management or the programme team.
- The focus of the role can vary but has well-defined targets and/or minimum standards, and is both proactive and reactive.

Job Purpose - Key Responsibilities and Accountabilities

Project/Programme Management:

- As a Team Leader, this position is the primary responsible for ensuring the application of appropriate project management knowledge, tools and best practices throughout the project cycle for Oxfam emergency WASH projects in the area in Ninawa. This will include multiple

projects being implemented with overlapping schedules and, in some cases, integrated budgets.

- Work closely and in the spirit of partnership with supporting Oxfam departments, particularly Logistics, partnership and Finance, to ensure efficient project implementation and accurate budget planning.
- As WASH team leader, you are expected to contribute towards programme planning, budgeting and proposal development.
- Contribute to programme management committee meetings especially in addressing key decisions affecting programme.

Staff Management and Capacity Building

- Line manage designated WASH team members as required and ensure timely recruitment, training and supervision of all staff. This may involve writing work schedules, training plans, performance objective setting and appraisals.
- Ensure that all designated WASH staff are aware of and abide by key internal and external protocols and principles (e.g. Red Cross Code of Conduct, SPHERE standards, People in Aid, Oxfam's Code of Conduct).

Programme assessment and design:

In collaboration with line management (direct and technical advisors)

- As a Team Leader, lead and facilitate in-depth assessments in targeted geographical areas. This should be in collaboration with MEAL team and other sectors to ensure a multi sector approach.
- Design, plan and train partners and WASH staff on WASH and multi sector assessments.
- Analyse needs and vulnerability data to plan and lead the WASH response.
- Coordinate with other WASH actors, UN coordination groups, and local authorities to prioritise area of most need, a harmonised need assessment and analysis methodology etc.
- With the support of WASH staff and the WASH Coordinator Iraq, ensure appropriate design of all aspects, including hardware, software, sustainability aspects such as water management or community project committees, along with cross-cutting issue – in particular gender mainstreaming.
- Participate in WASH related strategic studies, research projects undertaken at country level, including market assessment, surveys, etc.
- Contribute to revision of WASH strategy, concept development and relevant program design.

Programme implementation:

- Within the scope of donor contracts, and in coordination with the local authorities, UN coordination groups and local partners, develop and implement an integrated emergency WASH setup to address the immediate needs of targeted beneficiaries, including provision safe water, improved sanitation, and facilitation of improved hygiene behaviour.
- Work closely with Oxfam Logistic team to ensure all required goods and materials are requested and delivered to field sites in timely manner and also prepositioning of emergency supplies are procured and put in place in ware houses well on time in advance.
- Work with local authorities, Oxfam security and access team to ensure legal access to the target area is granted in advance for emergency response as needed.
- To prepare/review BOQs/drawings for WASH infrastructure activities and also tender documents in coordination with logistic teams.
- To ensure contractors and service providers payments are processed well on time in collaboration with finance and logistic teams upon completion of work.
- Ensure that the emergency WASH team work in an integrated way with all programme sectors aimed at achieving optimum involvement of and benefit for beneficiaries from Oxfam's WASH activities.

- Monitor the impact and effectiveness of activities and the ongoing evolving humanitarian needs in coordination with other actors.
- Work closely with the sanitation and hygiene activities of the public health promotion team, and make cross-cutting recommendations for actions which are consistent with Oxfam's policies.
- Work closely with emergency preparedness team and WASH coordinator to provide inputs to update the contingency plan.
- Link local, national and global issues internally to programme policy staff, and externally to the WASH sector, and humanitarian coordination hubs.
- Work in conjunction with the logistics, HR and finance teams when developing procurement / delivery / contingency plans, resourcing needs & recruitment processes and budget plans / expenditure; respectively.

Programme approach:

- Ensure that an empowering approach to working with communities and partners is employed and that the full and equal participation of women in all aspects of the work is promoted.
- Ensure that interventions strive to conform to SPHERE standards and adhere to OGB's guidelines and protocols.
- Ensure that the programme is accountable to beneficiaries through promoting their participation, providing them with information about programme activities and ensuring that beneficiary feedback is used effectively to adapt the programme.
- Collaborate with Emergency Food Security and Protection colleagues to ensure that EFSL / Protection and WASH interventions are integrated and presented in a coherent way to emergency affected communities.

Programme monitoring and reporting:

- In collaboration with MEAL team Contribute to the effective monitoring of WASH activities, ensuring monitoring and evaluation plans are developed and data is reported and disseminated appropriately and in a timely manner.
- Coordinate with health providers to ensure that epidemiological data is made available to monitor disease trends (where applicable)
- Provide regular reports using OGB reporting formats at designated intervals.
- Primary responsible for WASH inputs for donor reports – to be finalized with the support of the WASH Coordinator.
- In coordination with the MEAL team, responsible for ensuring feedback and complaint response mechanisms are set up and functioning and all complaints are resolved in a timely manner.

Staff Management and Capacity Building

1. Staff management and capacity building

- Manage staff reporting to the position and objectively manage performance and conduct appraisal and capacity building.
- Ensure that all designated WASH staffs are aware of and abide with key internal and external protocols and principles (e.g. Red Cross Code of Conduct, People in Aid, Oxfam's Code of Conduct).
- Continuous capacity building for WASH staff i.e. trainings, on job coaching, exposure visits within teams in different program areas

Co-ordination and Representation

- Represent Oxfam at WASH coordination meetings and Mosul/Anbar emergency preparedness and response planning meetings in the designated area of operation.
- Co-ordinate all public health engineering activities with interventions managed by UN agencies, local and international NGOs, government agencies and the WASH Consortium to ensure

efficiency and avoid overlap of activities. Represent Oxfam at technical working groups at a local level ensuring compatibility with overall commitments and policy/programme priorities in public health.

Technical Skills, Experience & Knowledge

Essential

- A suitable qualification in any discipline relating to Public Health or / Public Health Engineering is the necessary educational background. Experience could substitute for a formal qualification, but not vice versa.
- At least 3 years' practical experience in managing appropriate water supplies, sanitation and hygiene promotion interventions.
- The post holder should have a good understanding of the public health needs of poor rural and urban communities and of appropriate ways of tackling them. The post holder must be aware of and sensitive to the particular needs of women in this context.
- The ability to present concise reports, sometimes at short notice, reflecting the problems and possible solutions for particular situations.
- Diplomacy, tact and administrative skills in order to work with people at managerial and, on occasions, senior government levels. The post holder should also be at ease in working with local people.
- Well-developed interpersonal and team skills and proven ability to be flexible in demanding situations.
- Good written and spoken English is very essential.
- Sympathy with the aims and objectives of Oxfam.
- Commitment to humanitarian principles and action, and to Oxfam's equal opportunity and gender policies.

Desirable

- It is desirable that some of this should have been in emergency humanitarian/ recovery/ resilience programmes.
- Willingness to travel at short notice, and often in difficult circumstances.
- Knowledge of written and spoken Arabic.

Key Behavioural Competencies (based on Oxfam's Leadership Model)

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organisation We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
Humility	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
Relationship Building	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organisation.



Listening	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Agility, Complexity, and Ambiguity	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organisational decisions and actions.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
Self-Awareness	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.