

Programme Manager-WASH Sierra Leone

About the role: This is an 18 month, replacement role with unaccompanied terms based in Freetown with a salary of Grade 3 €34,106 - €37,895.

You will report to the National Health Coordinator and will line manage the WASH Deputy PM and 3 Construction Supervisors/officer and work closely with the CD, PD, SD, Consortium Coordination Unit, Country Financial Controller, Programme Quality and Monitoring Unit Manager, M& E Coordinator, Consortium partners.

We would like you to start as soon as possible.

Your purpose:

You will provide technical oversight and management to the Urban WASH project Concern is implementing as part of the Urban WASH Consortium (alongside Oxfam, Action Against Hunger and Save the Children). You will provide support on both hardware and software project components and ensure the project is implemented in line with the proposal and project plans.

- Manage the technical aspect of the Urban WASH Project in Freetown giving support to the Concern WASH team and the implementing partners during planning, designing and implementation of WASH Activities.
- Provide effective and efficient management of the project implementation in line with the project proposal and donor requirements and ensure timely production of and submission of project reports and budget revisions.
- Build the capacities of the current WASH Deputy Programme Manager on technical and managerial aspects of the WASH programme.
- Lead in developing proposals (including inputs for DFID III), concept notes and budgets for WASH activities/projects.
- Promote and ensure appropriate participation and equitable access of beneficiaries and communities through appropriate mechanisms.
- Propose innovative WASH approaches relevant to the context including climate change, water resource management, water quality, water security. etc.

Technical:

- Provide support and implement WASH projects with particular focus on engineering (water supply and sanitation) and sustainability of WASH facilities constructed or rehabilitated.
- In conjunction with the construction supervisors, develop, document and roll out written protocols, operating procedures and training materials to ensure that the hardware activities are implemented following international construction standards.
- Provide technical support and guidance to the engineers on preparing technical drawings and technical specifications for tenders.
- In conjunction with WASH Deputy PM, review barriers to and enablers of behaviour change and adapt hygiene promotion methodologies and tools accordingly. Provide strong technical support in the implementation of the Behaviour Change activities.

Coordination and Leadership:

- Participate proactively and contribute in the Urban WASH Consortium technical working group monthly meetings.
- Share information on Concern activities and intervention and promote good relations and collaboration with other actors.
- Take a leading role in interagency WASH coordination fora and develop networks with relevant WASH actors.

- Develop strategies and plans that contribute to raising the profile of Concern as an expert organization in the WASH sector.

Monitoring and Evaluation:

- Work closely with field teams on objectives, indicators and activities and develop clear monitoring frameworks for each project in collaboration with the M & E Coordinator.
- Maintain an effective monitoring and planning system, which informs reporting and project design.
- Collaborate closely with the WASH consortium on peer reviews and annual reviews for the project.
- Work with the team to identify and document project learning and success cases and disseminate learning.
- Ensure an up-to-date WASH database is maintained and manage all information related to WASH activities with M & E Officers.

Financial Management:

- Manage the project budget and ensure expenditure is in line within agreed project plans and budget.
- Monitor project budget and management accounts, flagging over/under expenditure and recommending corrective measures in a timely manner to ensure that relevant activities are being implemented in accordance with agreed budgets and timeframes.
- Prepare monthly budget forecasts with reference to the overall programme annual budget forecast and submit to the Country Financial Controller (CFC) on time.
- Ensure that project expenditure is undertaken in line with finance policies and procedures, and that resources are optimally utilised.

Staff Management and Development:

- Direct line management of the WASH Deputy PM and 2 Construction supervisors and one construction officer.
- Participate in the recruitment of in-country WASH staff. This includes preparation of job requisitions and job descriptions.
- Establish clear performance objectives for each of the reporting staff and conduct formal Performance and Development Reviews (PDRs).
- Support the WASH team in identifying training needs and help them to design and facilitate appropriate training and follow up models.

You will be responsible for:

- Ensuring that team members are aware of core Concern policies and procedures relevant to their work, and with the support of others, carry out regular briefings on these policies, including the P4, security management, accountability etc. Contribute to the implementation of these policies.
- Together with other project teams members, ensure HIV & AIDS, inequality and risk and vulnerability are analysed, mitigated against and responded to during the overall planning, implementation and management of the WASH project

Your skills and experience will include:

Essential:

- Qualifications in a discipline related to WASH, Civil Engineering and/or Environmental Health.
- Good capacity in community mobilization and knowledge of participatory approaches.
- Practical experience in construction of water and sanitation facilities (borehole drilling, solar powered water pumping systems, low cost sanitation etc.) sustainability of water points, training of WASH committees etc. and in participatory hygiene promotion methods.
- Proven success in implementing Behaviour Change activities
- A proven record of effective project and people management.
- Sensitivity to cultural differences, and the ability to work in a wide variety of cultural contexts.

- Excellent teamwork skills and the ability to build good relations both internally and externally.
- Experience in report and proposal writing.
- Proven financial management skills.
- Ability to work under pressure.
- Commitment to Concern's ethos and values.
- Flexible, adaptable and patient.
- Sound IT skills, including Word and Excel.

We would also like:

- Understanding and experience of the Humanitarian Accountability Partnership.
- Understanding and experience of mainstreaming issues of gender equity, ethnicity and HIV and AIDS into project planning and implementation.
- Experience of working in Consortia.
- Proven influencing and negotiating skills with internal and external audiences, experience working in partnership with Governments would be an advantage.
- Experience of working in Africa (or elsewhere under similar conditions) would be an advantage.
- Ability to train local staff and to motivate and develop skills of others.
- Knowledge on using engineering software including AutoCad and GIS.
- Familiarity with logistics, HR, Finance, and administrative 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 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.

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

All candidates who are short-listed for a first round interview will be notified via email after the application deadline. 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.

Concern Worldwide is an Irish-based non-governmental, international, humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries.