

Job Profile



JOB TITLE: WASH Advisor	
LOCATION: Manila	JOB FAMILY: Programmes
SALARY: National Salary Scale	LEVEL: C2
<p>OXFAM PURPOSE: To work with others to provide lasting solutions to overcome poverty and suffering. In the Philippines, we contribute to the organizational purpose by being a strategic and systematic organization in the way in which we work in partnership, maximizing impact and assuring an agile work environment where knowledge, innovation and influence prosper.</p> <p>TEAM PURPOSE: To lead the country programme in increasing Oxfam’s programme impact and strengthening programme quality in the Philippines by working closely with both organisations that we work in partnership with and Oxfam management and teams across the organisation.</p> <p>To strengthen the country programme’s effectiveness in adding value to its partnerships through the provision of technical expertise and partner capacity development across influencing, policy and campaigning, and key thematic areas.</p> <p>To lead the country programme in achieving self-sufficiency in meeting programme standards, and to embed an approach that sees learning and feedback influencing programme design and strategic decision-making, with knowledge being created, gathered vertically and horizontally, effectively managed, and shared.</p> <p>JOB PURPOSE: To strengthen Oxfam’s impact within WASH in the Philippines by ensuring that, through working in partnership with a diversity of organizations, it delivers on its goals of adding value in four key areas: linking and convening, providing technical expertise and capacity development, providing access to information, and channelling donor funds to partners for high quality programme delivery.</p>	
<p>REPORTING LINES:</p> <p>Post holder reports to: Senior Manager for Programme Quality & Development</p> <p>Matrix managed by: Senior Manager for Partnership Relations & Development</p> <p>Staff reporting to this post: None</p>	
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Provides specialist WASH technical advice, problem solving and capacity development, including with respect to the integration of DRR and gender considerations • Impacts directly on programme quality and contributes to the achievement of the country programmes strategic objectives • Impacts on external policy and practice of other agencies through participation in debate in both development and humanitarian contexts • Develops solutions to diverse and complex problems within organisational policy • Diverse and complex context analysis at the macro and micro level • Diverse and complex problem-solving, requiring professional knowledge, field experience and an understanding of development and humanitarian work • Information sources are diverse, ranging from academic research to data collection in programme and non-programmes areas and often require a judgement on credibility and accuracy of information 	

DIMENSIONS (cont):

- Makes complex technical information accessible and usable by non-specialist
- Decisions on programmes, especially where involved in assessment, can be fundamental to whether a programme takes place, and its shape, size and quality
- Decision-making is strategic and operational with a high degree of judgement based on specific problem solving experience and a range of external and internal factors

KEY RESPONSIBILITIES:

Responsibilities include but are not limited to the following:

Impact through Partnership

- In alignment with the Strategic Partnership Model and Oxfam Country Strategy, provides strategic leadership for all water, sanitation, hygiene and hygiene promotion (WASH) related programming and influencing for the country programme, ensuring that this is reflected in both programming and influencing delivered in partnership, as well as in humanitarian and other direct delivery programming
- Influences, guides, and provides technical support for Programme Quality & Development (PQD) in all stages (identification, assessment, analysis, design, planning, implementation, monitoring & evaluation) for country programmes that support WASH, in line with global standards, Oxfam's programme standards, best practice, and program quality strategy
- Contributes to writing high quality proposals, concept notes, and donor narrative reports for WASH related programmes
- Works collaboratively with relevant technical advisors, programme quality leads, and through PQD to ensure that cross-cutting themes of gender, rights-based programming, and impact at scale, are embedded in WASH programming
- Supports development of a resilience approach to all WASH related programming, ensuring accountability to beneficiaries and adherence to global standards
- Provides technical advice to partner organizations and directly delivery teams on WASH related issues
- As a member of the PQD Team, support and strengthen the technical capacity of partnership organizations across all stages of the programme cycle using a variety of appropriate methodologies, working collaboratively to agree capacity development objectives, with the aim of both developing self-sufficiency in WASH programming, as well as supporting partner organization programme delivery to meet relevant quality standards
- Develops strong relationships with key staff in partner organizations delivering WASH programmes, and promotes regular dialogue, access, and feedback to ensure that programme quality standards are met
- Contributes to monitoring, evaluation, learning & social responsibility (MELSA) strategy and implementation for WASH related programming
- In collaboration with the Partnership Relations & Development Unit (PRDU) schedules and undertakes regular visits to WASH related programmes based on clear and agreed (PRDU and partner organizations) terms of reference
- Provides support to partner organizations on WASH related staffing and recruitment, including providing assistance to draft job profiles, and participating in selection and induction processes

Impact through Partnership (cont)

- Develops partnerships and linkages with academic institutions for support in research and development of innovative WASH approaches
- Establishes partnerships with private sector partners critical to WASH market chain development
- Collaborates with EFSVL advisors, market specialists and partner staff to ensure a markets-based approach for WASH interventions, providing support to the entire WASH value chain, in order to achieve sustainability of programs

Influencing, Networking, and Knowledge Sharing

- Represents Oxfam and positively contributes to inter-agency and government led fora on WASH, taking a lead role and contributing to strategy formulation where possible and relevant
- Leads in developing and strengthening analysis and understanding of the policy and institutional context within the Philippines as it applies to WASH (humanitarian and development) and ensures that this understanding is reflected in programming and influencing work
- Works collaboratively with the Policy, Research and Campaigns Advisor and Media and Digital Influencing Advisor in pursuit of WASH campaigning and influencing objectives
- Develops strong relationships with relevant institutional donors and private sector actors and works collaboratively with the business development team to mobilize funds in support of WASH programming
- Works collaboratively with the Senior Officer for Knowledge, Accountability and Learning to ensure that learning in WASH is captured, created and shared both vertically (global, regional, communities) and horizontally (across thematic areas, peers, partner organizations) to create awareness for innovative and cutting-edge practices and facilitate application to further develop WASH approaches in influencing, and development and humanitarian programming
- Supports the PRDU in incubating and developing new partner-led concepts and projects, and innovative and fresh ideas to programming in WASH, providing technical support and linkages to key stakeholders both externally and within the wider organization

Humanitarian and Direct Delivery Programming

- Provides technical input to country, regional, and global teams to assist in “go/no go” decision making for response in relation to WASH programming
- Coordinates with partner organizations to conduct market assessments and other assessments as needed, providing technical advice as to appropriate tools and methodologies and leading in development of such tools as required
- Represents Oxfam in the WASH cluster coordination meetings
- Supports the Humanitarian Manager in building relationships with the global and regional humanitarian teams and relevant WASH teams during emergency and non-emergency periods, remaining informed of key developments and making recommendations as to country programme support
- Assists with the start-up of humanitarian response programmes and provides ongoing support to partners, programme and WASH teams throughout implementation as required

Humanitarian and Direct Delivery Programming (cont)

- Works collaboratively with HR teams globally, regionally, and nationally in relation to staffing and maintenance of humanitarian rosters as they relate to WASH
- Assumes line management of direct delivery teams for WASH focused programmes as appropriate

Other Responsibilities

- Contribute positively to PRD and PQD Teams as appointed
- Contribute positively to other cross-functional teams as appointed

SKILLS AND COMPETENCIES:

Essential

- Bachelors degree or higher in water and sanitation, engineering, or public health. Equivalent technical experience and training can substitute for formal qualifications but not vice versa
- Minimum of 7 years experience in design, development and management of WASH programmes including experience of coordinating large water and sanitation programmes
- Sound technical knowledge and experience of water supply and sanitation including: water resources; water abstraction, treatment and supply; sanitation technologies; and approaches to promotion of sanitation and hygiene behaviour change
- Experience in integrated public health promotion (combining water and sanitation with public health promotion), and a demonstrated understanding of health promotion approaches and methodologies
- Strong interpersonal skills and a highly developed ability to work in multicultural settings and with community groups of varying backgrounds; developed capacity for tact, diplomacy and negotiation
- Demonstrated capacity to apply a service oriented approach to working in partnership and cross-functionally with experience of working with a wide variety of partners, especially government, private sector and academic institutions
- Experience in developing and implementing market-based programming for WASH, including WASH-related market assessment/analysis and market-strengthening activities
- Significant experience of WASH programming within a humanitarian context
- Solid track record of securing and managing funds from institutional donors such as DFID, EU(ECHO), DFAT, SIDA, OFDA, and UN
- Solid experience of writing high quality proposals and concepts notes
- Mature understanding of transformation derived from direct experience in a development and/or humanitarian context
- High level of influencing skills with proven ability to influence stakeholders at all levels
- Well developed analytical and strategic planning skills with the ability to influence the wider country programme strategy
- Demonstrated experience in building capacity for WASH programming in partner organizations
- Demonstrated ability to establish effective monitoring and evaluation systems for WASH programming
- Demonstrated experience of integrating gender and diversity issues into water and sanitation programmes

Essential (cont)

- Demonstrated ability to identify and implement opportunities for innovation
- Excellent communication skills with fluency in written and spoken English and Filipino

Desirable

- Masters degree in WASH related or economics discipline
- Experience with tender and consortium bid development and management
- Previous experience working with private sector actors including securing funds

Other

This post will be Manila-based with regular travel to field sites and occasional international travel

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

Competencies	Description
THEME	ACHIEVING RESULTS
Drive to Achieve Results	Drive to achieve results is about getting the job finished and the energies that drive people to the end result. It also includes the desire to get the job done in the best way given the time and resources available.
Decision Making	Decision-making is about a willingness to make decisions within a specified time frame. It includes undertaking appropriate consultation, clear communication of decisions, and following through to see that the decision is upheld. It also involves taking responsibility for the associated outcomes of decisions.
Initiative	Initiative is about responding to the unexpected, and about generating alternative ways to achieve results.
THEME	THINKING AND UNDERSTANDING
Organisational Awareness	Organisational Awareness is about being in tune with the organisation as a whole, being aware of what is going on and how the work of a specific department contributes to the whole. It involves individuals taking responsibility to do what they can to contribute to the overall aims of Oxfam GB. It requires each person to add value to the overall objectives.
Knowledge Management	Knowledge Management involves bringing different strands of information together, effectively learning from it, and using what it tells and sharing with others as appropriate. It is about recognising the value of information and taking responsibility for sharing it, where appropriate, with others.
Critical Information Gathering	Critical Information Gathering is about being able to select the information that is necessary in specific situations. It involves identifying the type of information, the sources (internal and external) of the information, and gathering what is required from all that is available.
THEME	SELF MANAGEMENT
Self-Awareness	Self Awareness is about being aware of own strengths and limitations, of own style of working, of own deeply held convictions and the source of these convictions, of own particular biases.
Respect for Others	Respect for others is about understanding others and appreciating differences. It is about valuing the contribution of each person to the organisation.
Adaptable and Flexible	Adaptable and Flexible is about being able to respond to changes in work schedules and patterns when necessary with sufficient flexibility and resilience to avoid letting frustration hinder progress.
Motivating Others	Motivating Others is about inspiring and encouraging others to meet their targets. It involves demonstrating enthusiasm for work and being supportive. It also includes demonstrating and encouraging followership.
THEME	LEADING OTHERS

Competencies	Description
Developing Others	Developing Others is about deliberate action to help others do their job better and progress personal learning. It involves coaching, giving performance feedback, and ensuring training and expert support available.
Facilitating Change	Facilitating Change is about encouraging others to seek and act upon opportunities for different or innovative approaches to addressing problems and opportunities: whether it is changes in process, environment or working practices. It also includes being a role model and demonstrating a positive acceptance of change.
THEME	WORKING EFFECTIVELY WITH OTHERS
Communications	Communications is about being aware of what information needs to be given to whom and being able to get a message across to others in an appropriate way. It involves taking responsibility to ensure that things are understood.
Influencing Others	Influencing Others is about getting others to do certain things or to take a particular course of action. It involves using a variety of influencing strategies.

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may vary from time to time in light of strategic developments following discussions with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate the achievements of the key responsibilities in accordance with the Performance Review process.

Date Issued: June 2018