

## PROJECT OFFICER

**Department:** Programmes

**Place of work:** Nampula, Mozambique

**Duration:** Fixed term, one year.

**Grade:** 5

**Salary:** MZN 876,851 – 909,733

**Benefits:** WSUP offers competitive compensation per month (including Health Insurance, Life Assurance, Transport Allowance and Communication Allowance).

**Direct Report to:** Water Lead

**Indirect Report to:** Sanitation Lead

### About WSUP

Today, around one billion city-dwellers lack access to safe drinking water, a number the UN estimates will nearly double by 2050 as more and more people are moving to cities for work and other opportunities, most of them ending up living in informal settlements without basic services. Meanwhile the changing climate is making water even more precious. Against this backdrop, our work has never been more vital.

WSUP is a not-for-profit company, expert at improving water and sanitation services for low-income, urban communities. We work alongside utilities, entrepreneurs, and communities to develop and deliver solutions which are affordable for the poor, financially viable for suppliers, and sustainable for the environment.

We were founded in 2005 in the UK, and currently work in seven countries in sub-Saharan Africa and Asia (Kenya, Uganda, Mozambique, Madagascar, Ghana, Zambia, Bangladesh), supported by a global Secretariat. We are a small organisation, but we have a big impact; since inception we have helped over 40 million people with improved water, sanitation, and hygiene services. And we have ambitions to reach many more! WSUP's innovative approach to creating impact is guided by our values, which are the common fundamental beliefs and principles that guide us. All our staff are expected to embody these values in their day-to-day work and interactions. To learn more about our values, please see [www.wsup.com/about/work-with-us/](http://www.wsup.com/about/work-with-us/).

For more information about WSUP's vision and approach, see [www.wsup.com](http://www.wsup.com).

### **About the role**

This is a great opportunity to be part of a dynamic organisation with the scope to make a significant contribution to the entrepreneurial and innovative culture of WSUP Mozambique. The role of Project Officer will actively contribute to the to the effective and successful implementation of projects that aim to improve access to clean water and basic sanitation in needy communities in Nampula.

The Project Officer would take a key role in the water and sanitation projects implementation by working very closely and directly with the Water Lead and indirectly with the Sanitation Lead and engage with project stakeholders to support project implementation.

The ideal candidate will have experience and passion for urban water and sanitation. The candidate will be highly flexible and adaptable, able to manage technical implementation of projects and will demonstrate passion and empathy with WSUP's aims and values

### **Application deadline**

24<sup>th</sup> November 2024

### **Interviews**

We are commencing 25<sup>th</sup> November 2024

The full job description can be found below.

To apply for this position, go to <https://www.wsup.com/vacancies/> to upload your resume and cover letter.

**Please note:** This job is based in Mozambique. **Applicants must have the right to work in Mozambique at the time of application.** Please do not apply if this is not the case.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.

### **WSUP also participates in the Inter-Agency Misconduct Disclosure Scheme.**

The core of the scheme is that participating organisations will share information in the recruitment process about safeguarding-related misconduct (i.e. sexual exploitation, sexual abuse or sexual harassment) that a candidate has been found to have committed. This information will be shared in the form of a "Statement of Conduct". For more information on the Scheme, please click on the following link: [www.misconduct-disclosure-scheme.org](http://www.misconduct-disclosure-scheme.org).

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. We will request information from all of your employers from the last 5 years. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.

## **Job Description**

### **Overall purpose**

To drive and contribute to the effective and successful implementation of projects that aim to increase access to improved water and sanitation in the peri-urban areas of Nampula. This role will play a key role in maintaining professional relationships with project stakeholders and the link between project stakeholders and beneficiaries to ensure successful project delivery.

### **Main responsibilities & tasks**

#### **1. Project Delivery:**

- Consolidate and maintain relationships with service providers, stakeholders, and communities and sustain positive interaction and productive synergy on day-to-day basis of water and sanitation project implementation in the peri-urban areas of Nampula.
- Assess the stakeholder's capacity to identify GAPs and collaborate to the consolidation of the capacity development for service providers, institutions and other management structures involved in service delivery.
- Order within the deadline the resources (material and financial, etc.) necessary for the implementation and execution of the activities planned to achieve the project objectives in coordination with Sanitation Leads and other key WSUP functions.
- Review the level of execution and challenges of project activities and tasks assigned to service providers to achieve the project's objectives in coordination with the Water and Sanitation Leaders.

#### **2. Project Implementation**

- Draft activity and target plans jointly with the designated stakeholders on monthly basis and submit the same to the Water and Sanitation Leads.
- Monitor and communicate project progress and provide accurate reports to the Water and Sanitation Leads.
- Coordinate all visits to the assigned project(s) efficiently and participate in site visits.

- Participate in project meetings and draft the minutes to submit to the line managers.
- Assess of local suppliers, consultants and contractors engaged in projects by working closely with the Water and Sanitation Leads to ensure consistent quality.
- Collect the documents and the needed information for the preparation the draft contract, including Bills of Quantities.
- Participate in tender process, development and assessment of tenders as designated by the Water and Sanitation Leads.
- Collaborate with field level staff hired directly by WSUP in their work plan and activities to achieve the desired results.
- Implement project activities which include a range of activities in sanitation and hygiene services, working in partnership with the local service providers.
- Collect data for monitoring and evaluation, working with partner organisations and local stakeholders to obtain relevant data and information as advised by the Water and Sanitation Leads.
- Comply with and verify compliance with local Health & Safety and Environmental standards and with WSUP's standard operating policies and procedures in project execution.
- Strict adherence to WSUP's ethics policy and pro-actively encourage transparency and openness in all activities.

### **3. Other Duties:**

- Organize and conduct technical training to beneficiary organisations and communities as directed by the Water and Sanitation Leads.
- Prepare and submit reports of progress, activity based, completion, etc to the validation of the line manager.
- Collection of spatial data relating to WSUP interventions in Nampula. Geoprocessing of spatial data, drafting of locations and production of maps illustrating interventions and WSUP coverage for reports.
- Organize and keep the physical and electronic file updated in ShareFile project documents.
- Undertake additional duties as assigned by the Water and Sanitations Leaders.

## Person specification

Evidence that applicants meet the essential criteria will be assessed by the following methods: Application (A) Interview (I), Test (T), as indicated below.

### Essential

<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>- Minimum – Bachelor’s Degree in Engineering or another relevant field (A).</li> <li>- Demonstrable competence and experience in integrated/community-based and sanitation improvement projects (A/I)</li> <li>- Experience of working with water and/or sanitation service providers (A/I)</li> <li>- Experience working with low-income communities (A/I).</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- Demonstrated understanding of the urban WASH sector (I)</li> <li>- Understanding of project management and implementation (I)</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>- A team player, driven by own initiative, good communicator and have ability to work under minimum supervision (A/I)</li> <li>- Collaborative approach to partnership working in a cross-cultural context (A/I).</li> <li>- Good skills in the use of the MS Office 365, including Excel, Word and PowerPoint (A/I/T).</li> <li>- Good skills in the use of technical design software, for example ArcGIS, QGIS or AutoCAD (A/I/T).</li> <li>- Good report writing skills (A/I/T).</li> <li>- Good written and spoken English (A/I)</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>- Commitment to the mission, vision and values of WSUP (I)</li> <li>- Absolute adherence to WSUP’s policies on Child Protection, Health &amp; Safety and Business Ethics and lead on these by example (I)</li> </ul>

### Desirable

<b>Qualifications, experience, knowledge, skills</b>	<ul style="list-style-type: none"> <li>- Effectively building and sustaining key external and internal relationships at community, utility and governmental levels to realise project goals (A/I).</li> <li>- Experience in working with local government institutions and other stakeholders in the WASH sector (A/I).</li> <li>- Speaking local language (A/I).</li> </ul>
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