

## JOB DESCRIPTION

### WASH LEAD

**Place of work:** Dhaka and WSUP projects sites

**Duration:** Full-time, fixed-term contract, till 31 October 2027 (with the possibility of extension upon availability of funds)

**Grade:** 10

**Salary:** WSUP offers competitive compensation BDT154,095.00 per month (excluding admissible benefits as per policy. Benefits include transport Allowance, Contributory Provident Fund, Gratuity, Festival Bonus and insurance coverage (Group, Family Hospitalization and OPD)

**Reports to:** Country Manager

### 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/)

## About the role

This is an exciting opportunity to join WSUP Bangladesh in the role of WASH Lead. The WASH Lead is one of the key core positions at the country office responsible for supporting the WSUP's Programmes with leading the planning, design and implementation of water and/or sanitation service improvements, with a particular focus on faecal sludge management, solid waste, increasing demand for on-site sanitation facilities and innovative approaches to WASH challenges.

## Timelines

Application deadline

Tuesday 28 January 2025

Interviews

Planned for the week commencing Sunday 9 February 2025

## Additional information

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 Bangladesh. Applicants must have the right to work in Bangladesh 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.

## Overall purpose

The role provides management and technical support, with strategic guidance to the Programme staff and ensures delivery of the WSUP programmes in the field. Collaborating closely with the City Corporation, WASA, other service providers and WASH stakeholders, the role will ensure efficient use of the resources and timely achievement of objectives. Acting as the focal point for programme implementation, they will oversee planning, implementation, monitoring, evaluation and coordination of WSUP's initiatives. They will contribute to policy, strategy, and implementation frameworks aligned with WSUP's goals, while driving sector influence and supporting LSPs in replicating and scaling WSUP's sustainable WASH service delivery models. Reporting to the Country Manager, the role supports the strategic development and operational delivery of WSUP's country programmes.

## MAIN RESPONSIBILITIES AND TASKS

### 1. Technical Expert Input

- Design, innovate and demonstrate climate resilient drinking water technologies and inclusive business models for reaching last mile urban slum and low-income communities
- Engage Utilities (WASAs) and Water Unit of City Corporations/Municipalities to design and demonstrate actions to reduce non-revenue water (NRW)
- Build institutional capacity of WASAs and City Corporations by designing and demonstrating systems approaches including participatory planning, public private partnerships, community and stakeholders engagement for increasing access to safe drinking water
- Inform and convince WASAs and City Corporation to engage in digital monitoring and water quality surveillance
- Lead the implementation of WSUP innovated tools (Utility Strengthening Framework (USF) and Sustainability Matrix) in preparing development plan for WASAs and City Corporation
- Implement Citywide Inclusive Sanitation (CWIS) approaches by engaging the WSUP team to improve safely managed sanitation services for city dwellers including low-income slum and urban communities.

### 2. Partnership Management

- Develop WSUP to build, maintain and strengthen relationship and partnership with Utilities (WASAs), Urban Local Bodies – ULBs (city corporations and municipalities),

private/commercial companies, local/national NGOs for water supply, sanitation (i.e. FSM) and menstrual and personal hygiene

- Develop and strengthen public-private partnerships for increasing access to safe drinking water supply and sanitation by last-mile urban communities
- Perform key role to update project progress to funder/donor, consortium members and GoB departments.

### 3. Manage field operation of projects, contracts/awards

- Promote effective coordination and support project/operation managers
- Organise the team to prepare, review and update of quarterly, half yearly and annual implementation plan
- Review and track the budget burn rate of different projects and inform, engage country management team in case of major variations
- Lead in the preparation of project progress reports for donors and organisational reports in association with M&E colleagues.

### 4. Engage to organisational change agenda, growth and scale

- Develop and explore new creative ideas, with the Country Management team building partnership and funding opportunities
- Be a member of Country Management team and support to operationalise the country business plan for 2025 to 2030
- Guide in writing technical approaches and preparation of programme budget in new funding proposal
- Participate and provide feedback in strategic and thematic discussion on water supply, sanitation and hygiene.

### Person specification

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

#### Essential

<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• M.Sc/B.Sc in Water/Sanitation/Environmental/Civil Engineering, Public Health, Economic, Environmental Science, Public Administration (A)</li> <li>• Sound understanding of design and implementation of water and sanitation related infrastructure; (A,I)</li> </ul>
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	<ul style="list-style-type: none"> <li>• Significant working experience with INGOs/National NGOs and WASH development projects (A)</li> <li>• Experience in managing large scale or multi donor funded projects including those funded by international agencies or development partners (A,I)</li> <li>• Experience in senior management position with international organisations (A,I)</li> <li>• Significant experience of capacity building, institutional support, influencing and advocacy (A,I)</li> <li>• Track record of delivering project goals within deadlines and budgets across public and private sectors and with NGOs (A,I)</li> <li>• Demonstrable track record of effectively building and sustaining key external and internal relationships at community, utility and governmental levels to realise project goals (A,I)</li> <li>• Leading and managing project teams of stakeholders including staff(A,I)</li> <li>• Experience of setting and managing project budgets (I)</li> </ul>
<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Good understanding of development project management and governance (T)</li> <li>• An understanding of the practical realities and cultural dimensions of working in the assigned country/location (T)</li> <li>• A good understanding of the urban WASH sector and the enabling and commercial drivers that may be key to success</li> <li>• Project financial management, estimating, budgeting, planning and expenditure control (I, T)</li> <li>• Procurement – acquiring products &amp; services, contract management, procurement procedures (T)</li> <li>• Risk &amp; opportunity management – including identification, mitigation and managing project risks (I,T)</li> <li>• Monitoring progress and controlling activities (I)</li> </ul>
<p><b>Skills and abilities</b></p>	<ul style="list-style-type: none"> <li>• Ability to work independently and lead a diverse multi-disciplinary team (I)</li> <li>• Stakeholder management skills (I)</li> <li>• Ability to influence and engage effectively with donor, corporate, utility and governmental partners</li> <li>• Project management skills including strategy, planning, setting objectives and planning to meet those objectives, implementation, monitoring and evaluation, budgeting, financial management and sustainability (I,T)</li> <li>• Strong analytical skills (I)</li> <li>• Ability to define new projects, establish overall scope and budget (I,T)</li> <li>• Able to influence at senior management level, take a strategic outlook and to manage change where necessary (I)</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrable commercial awareness and capability; highly analytical (I)</li> <li>• Good communication skills; able to communicate complex concepts in a clear and concise way to non-technical managers both in writing and verbally and to provide professional advice with confidence and tact (I)</li> <li>• Able to communicate effectively in written and verbal English, including through report writing &amp; presentation (A,I)</li> <li>• Motivating and developing teams, including performance management and appraisals, preferably in a multi-disciplinary context (I,T)</li> <li>• Ability to manage a high workload and prioritize deadlines (A, I)</li> <li>• Collaborative approach to partnership working in a cross-cultural context; a team player, with strong problem-solving ability (A,I)</li> <li>• Able to carry out regular in-country (and potentially) international visits and to deliver effective presentations (I)</li> <li>• Proficient user of Microsoft Office suite including Word, Excel, Outlook and Powerpoint and of project management software (A,I)</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Passionate about WSUP's aims and ethos (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>