

PROJECT OFFICER - ENGINEERING

Department: WSUP Zambia

Place of work: Lusaka with some travel to project locations

Duration: Full-time. Fixed term, 12 months contract.

Grade: 7

Salary: ZMW 206,353

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/.

For more information about WSUP's vision and approach, **see 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 growth of WSUP work in Zambia.

WSUP is seeking a motivated self-starter to perform an exciting and varied role as a Project Officer - Engineering, PO-E. The PO-E will support the implementation of WSUP projects aimed at providing improved water supply and safe sanitation in low-income communities. Further, the PO-E working closely with the WSUP team in Lusaka, will support building and strengthening project delivery by engaging with local counterparts to assist the next stage of WSUP's growth in Zambia.

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

Application deadline: Monday 10 March 2025

Interviews: w/c Monday 17 March 2025

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 Zambia. **Applicants must have the right to work in Zambia 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**.

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

The overall purpose of the Project Officer - Engineering is to oversee the effective management and efficient delivery of WSUP's projects in Zambia, monitoring the progress of projects to ensure they are proceeding to deadlines and within budget, based on financial reports. The role will work effectively with the CM and other staff to support and contribute to the overall strategic development and operational delivery of the WSUP country programme under the supervision of the Country Manager based in Lusaka.

MAIN RESPONSIBILITIES & TASKS

1. Project planning

- Design of various water supply and sanitation systems as per project needs
- Review of designs and proposals submitted by consultants and contractors and ensure conformity to design standards and requirements with support from the CM
- Work closely with service providers:
 - Identify capacity needs of service providers, institutions and other management structures involved in service delivery and support the delivery of capacity development to address the gaps
 - Ensure adequate post construction operation and maintenance (O & M) support is in place for the institutional structures put in place to support service delivery.
- Support the development of concept notes and proposals to various funders and other opportunities

2. Project Management and delivery

- Facilitate staff and consultants executing project(s) activities and related tasks on the assigned project(s) to enable them to deliver those tasks effectively.
- Monitor compliance with local Health & Safety and Environmental standards and with WSUP's standard operating policies and procedures.
- Strict adherence to WSUP's ethics policy and pro-actively encourage transparency and openness in all activities.
- Be responsible for administering expenditures and disbursements for project activities and ensure the provision of reliable information and supporting documents to enable approvals to be implemented for expenditures and disbursements at the appropriate level of authority.
- Regularly review project(s) progress against milestones and take corrective action where required, raising issues with CM as needed.

- Ensure proactive management of risks.
 - Take responsibility for the provision of accurate project and progress reporting, in coordination with the CM, and ensure timely report submission.
 - Draft reports based on project progress, under guidance from the CM, including quarterly reports, mid-year progress reports and project completion reports.

3. Contract Management

- Supervise local suppliers, consultants and contractors (including contractors' site-based staff) engaged on WSUP projects
- Prepare and check draft contract documents, including Bills of Quantities and participate in tender development, tender assessment, and appointment of contractors
- Provide initial verification of contract interim payments and attend site and other project related meetings

4. Building Capacity of Partner Organisations

- Build and maintain relationships and partnerships with relevant service providers, local government, local development partners, local stakeholders and communities, private sector and funder representatives at district/regional level.
- Assist in conducting technical training to beneficiary organisations and communities as directed by CM
- Facilitate training, workshops and exchange visits for staff of partner organisations in collaboration with CM

5. Communication and coordination

- Liaise with the WSUP Zambia team, in pursuit of achieving highly integrated project management and delivery to achieve the programme outputs and outcomes.
- Document and share learning and best practices, liaising with the country team and with support from the WSUP Evaluation, Research and Learning team.
- Work closely with the Communications team and contribute to strong and positive WSUP brand visibility and recognition.
- Participate in sector conferences and workshops and compile reports on them as required.

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

Qualification and experience	<ul style="list-style-type: none"> – Bachelor's degree in engineering or another relevant field (A). – Demonstrable competence and experience in integrated/community-based, water supply and sanitation improvement projects (A,I) – Experience of capacity building, institutional support, influencing and advocacy (A,I) – Experience of working with water or sanitation service providers (A)
Knowledge	<ul style="list-style-type: none"> – Demonstrated understanding of the urban WASH sector (I) – Good understanding of project management and governance, including project management methodologies, monitoring, quality control, financial management and procurement (I)
Skills and abilities	<ul style="list-style-type: none"> – Excellent planning, organisational and time management skills, able to work well under pressure and prioritise a challenging workload (I) – Project management skills including planning, setting short term objectives, monitoring and evaluation, budgeting, financial management and able to identify, prioritise and manage risk (I) – Good communication skills; able to communicate complex concepts concisely to non-technical managers (I) – Collaborative approach to partnership working in a cross-cultural context; a team player, with strong problem-solving ability (I) – Strong skills in the use of the MS Office suite, including Excel, Word and Powerpoint (A,I) – Proficient in the use of technical design software, for example AutoCAD (A,I) – Excellent report writing skills. (A,I) – Excellent written and spoken English to a professional standard to present arguments and reports in a clear and concise manner (I)
Other	<ul style="list-style-type: none"> – Commitment to the mission, vision and values of WSUP (I)

Desirable

Qualifications, experience,	<ul style="list-style-type: none"> – Experience of Water, Sanitation, Hygiene (WASH) for low income urban areas – Further education, related to project management and/or WASH
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knowledge, skills	<ul style="list-style-type: none"> – Demonstrable track record of effectively building and sustaining key external and internal relationships at community, utility and governmental levels to realise project goals – Charity or not-for-profit sector experience – Experience in low-income urban WASH – Experience in working with local government agencies and other stakeholders in the WASH sector
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