Job Profile

- Afghanaid is an equal opportunity employer and women are **strongly** encouraged to apply.
- Afghanaid has robust security management practices in place and continually strives to ensure the safety and security of its personnel and consultants

Job Title:	WASH Project Coordinator/Specialist
Status	National/Local Hire
Type of Recruitment	Fixed-Term
Line Manager	Project Manager
Overview Manager	Director Programme Implementation and Quality
Coordinating with	M&E, Operations, Grants and PDIL
Staff reporting directly to this position:	Project Staff
Work base:	Daykundi Province
Travel Requirement	Regular travel to the target districts
Contract length	12 months
Anticipated Starting Date	1st December 2026
Salary Grade	F

Organization and Project

Afghanaid is a British humanitarian and development NGO established in 1983. It is headquartered in Kabul and is currently working in nine provinces: Badakhshan, Samangan, Ghor, Dykundi, Balkh, Sar-e- Pul, Jawzjan, Herat and Faryab. We also work through partners in five others: Takhar, Paktya, Ghazni, Nangarhar and Nooristan. For 4 decades, Afghanaid has developed its thematic expertise and the capacity of its staff in correspondence with the evolving needs of the country, international best practice, and opportunities for innovation. Our work supports four pillars of sustainable development: providing basic services; strengthening sustainable livelihoods and food security; adapting to climate change and reducing disaster risk, and emergency humanitarian assistance. Three guiding principles are mainstreamed in all our work to ensure its contribution to sustainable development: gender and inclusion, good governance and community development, and conflict mitigation and peacebuilding.

Afghanaid will implement an integrated emergency Water, Sanitation and Hygiene (WASH) and Multi-Purpose Cash Assistance (MPCA) project in ten communities of Sang-e-Takht District, Daykundi Province, to address acute sanitation needs, inadequate hygiene practices and the economic vulnerability of drought-affected households. The project will target 1,000 vulnerable households, approximately 7,000 people.

Job profile

Under the supervision of the Project Manager / Director of Programme, the Project Coordinator / WASH Specialist will oversee the planning, technical design, coordination, implementation, monitoring and reporting of the integrated WASH and MPCA project in Sang-e-Takht District, Daykundi Province. The role will ensure timely, high-quality project delivery, develop WASH technical guidelines,

supervise project staff, oversee budgets and maintain effective stakeholder coordination. The position-holder will ensure compliance with Afghanaid policies, AHF requirements, technical standards and humanitarian principles, while promoting gender equality, disability inclusion, safeguarding and accountability to affected populations.

Responsibilities:

- Coordinate and supervise project activities, ensuring timely implementation in line with the approved work plan, budget and project objectives.
- Develop monthly and quarterly work plans, procurement plans and implementation schedules in coordination with relevant teams.
- Coordinate with relevant government departments, WASH and Cash Working Groups, humanitarian partners, community representatives and other stakeholders to ensure complementarity and avoid duplication.
- Ensure compliance with Afghanaid policies, donor requirements, humanitarian standards and relevant government regulations.
- Keep the Project Manager / Director of Programmes informed of progress, challenges, risks and opportunities.
- Develop and update WASH technical guidelines, implementation manuals, standard operating procedures (SOPs) and training materials in line with WASH Cluster standards and organizational requirements.
- Provide technical guidance and oversight for the construction of gender-segregated shared household latrines and disability-accessible sanitation facilities.
- Ensure appropriate technical designs, bills of quantities (BoQs), procurement specifications and quality control of construction materials and works.
- Supervise hygiene promotion, sanitation awareness, hygiene kit distribution and community sanitation campaigns.
- Ensure gender, disability inclusion, protection, environmental considerations and community participation are integrated into all WASH activities.
- Provide technical support and capacity building to field staff, including engineers, hygiene promoters and social organizers.
- Oversee MPCA implementation, ensuring transparent beneficiary selection, verification, cash distribution and compliance with Cash Working Group guidance.
- Ensure coordination with financial service providers, community committees and relevant stakeholders to facilitate safe and accountable cash transfers.
- Support market monitoring, post-distribution monitoring and appropriate follow-up actions based on findings.
- Supervise and support project staff, assess performance and identify capacity-building needs.
- Conduct regular field visits to monitor implementation quality, provide technical support and address operational challenges.
- Promote teamwork, accountability, safeguarding, PSEA and gender-sensitive programming.
- Ensure project staff receive appropriate training on technical standards, community engagement and organizational policies.
- Consolidate monthly and quarterly progress reports and submit them to the Project Manager / Director of Programmes.
- Work closely with the Monitoring and Evaluation team to monitor indicators, verify results and document lessons learned, case studies and success stories.
- Ensure regular monitoring of construction quality, latrine functionality, hygiene promotion, cash distributions and beneficiaries' satisfaction.

- Ensure timely reporting to the relevant clusters, AHF and other stakeholders through the required reporting mechanisms.
- Ensure effective operation of complaint and feedback mechanisms and follow up on community feedback.

PERSON SPECIFICATION

Education & Professional Qualification

Education: Bachelor's degree in civil engineering, Public Health, Environmental Health, Water and Sanitation, or a related field.

Work Experience: Minimum **5** years of relevant experience in humanitarian or development projects, preferably in WASH project management and coordination.

Professional Skills, Competencies, Values, and Attitudes

Afghanaid seeks dependable professionals with strong initiative, judgement and adaptability as well as excellent skills in communication, presentation, facilitation, interpersonal relations, decision-making, conflict management, and reporting.

Specifically, the holder of this position should also demonstrate the following:

Key Skills and Competencies

Essential

- Proven experience in sanitation construction, hygiene promotion, technical supervision and project management & implementation, leadership and team supervision skills.
- Experience in cash assistance, stakeholder coordination, budget monitoring and donor reporting is an advantage.
- Strong technical knowledge of WASH standards, sanitation infrastructure and hygiene promotion.
- Strong reporting, planning, budgeting and problem-solving abilities.
- Good communication and interpersonal skills, with fluency in Dari and Pashto; English is an advantage.
- Proficiency in Microsoft Office, particularly Word and Excel.
- Commitment to gender equality, disability inclusion, safeguarding, PSEA and accountability to affected populations.
- Ability and willingness to travel and work in remote and potentially insecure locations.

Desirable

- A master's degree in a relevant field.
- Experience in developing technical guidelines, manuals, SOPs and training materials is highly desirable.

Other Information

Afghanaid's core values are creativity, fairness and honesty. Our staff is passionate about and proud Afghanaid. Teamwork is fundamental to our standards and demonstrated by taking initiative, assisting

others and taking on additional responsibilities and tasks if necessary. We are result driven, committed and motivated to achieve targets and take accountability for our own actions.

Safeguarding Statement

Afghanaid is committed to preventing sexual exploitation, abuse, and harassment. We have a zero-tolerance approach towards any form of abuse, misconduct, fraud, corruption or any type of Afghanaid's policy violations and ensure that all employees uphold the highest safeguarding standards. All roles at Afghanaid require strict adherence to our Code of Conduct and safeguarding Policy.

To Apply

Please create your portal account and submit your application by filling in the Afghanaid standard job application form by no later than **4:00 PM (Kabul Time) on Sunday, 15 November 2026**. Your cover letter and CV should be in PDF format. Your cover letter should be no more than 1 standard A4 page in length and explain how you meet the essential and desirable position requirements and why you feel you would be a suitable candidate for this role. Your CV should be no more than 4 pages and include 3 professional references including your current employer.

Afghanaid has a zero-tolerance policy towards sexual exploitation and misconduct, sexual harassment, and abuse of authority. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.

Afghanaid is an equal opportunity and inclusive employer that does not discriminate based on race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status. We invite qualified candidates to apply for the position through the Afghanaid HR portal. Please click on the link below to complete your application.

Link for the Afghanaid HR portal: https://afghanaid.odoo.com/jobs

Due to the high volume of applications we receive, we are unable to respond to every application. If you have not heard from us within **2** weeks of the deadline, then you have not been successful in shortlisting.

Note: *This job description does not form part of the contract of employment and is subject to change in accordance with the needs of the organisation. The post-holder will work at all times in a way which is consistent with the organisation's commitment to equality of opportunity.*

Updated: October 2026