

JOB DESCRIPTION

Job Title	Water, Sanitation & Hygiene (WASH) Specialist (50-50)
Department	Program Operations
Job Location	Chennai, Delhi or Pune
Direct Report to	Sr. Program Director – Habitat for Humanity India (50%) Associate Director- Program Operations, Regional Asia Pacific Office (50%)

1. POSITION SUMMARY

The WASH Specialist is responsible for running and supervising water, sanitation, and hygiene programs at all stages of the project management cycle. H/She will be responsible in leading the design, implementation and monitoring of WASH infrastructure interventions in India accomplishing program objectives and outcomes supporting Habitat for Humanity India (HFHB) and the regional Asia Pacific (AP) office.

The purpose of the position is to support the improvement of access to sustainable WASH services and over all wellbeing of communities. In carrying out the work, the WASH professional will interact with other regional/national/headquarters staff, partner organizations for smooth and efficient delivery of WASH Programs.

The Specialist ensures the overall success of the program by making sure the WASH team completes the defined activities while adhering to internal standards and that the program is completed on time, within budget and with acceptable quality.

The WASH Specialist will be assuming 12 months' assignment, dedicating 50% of the time under the direct supervision of the Sr. Program Director of HFH India and 50% under the Associate Director of Program Operations of HFH International Regional Office.

2. SCOPE OF THE POSITION

A. Personnel Dimensions (Staffs reporting to this position directly and indirectly)

- Number of Staffs - Direct – TBD, Through Subordinates and Cross Functional – TBD, Total – TBD

B. Key Relationships

- Internal: All HFHI departments/ Asia Pacific Regional Office
- External: Partner organization, AP WASH department, Government agencies, Other NGOs & INGOs Civil Society Organizations/CWC/CBOs, Project stakeholders, Donor community

3. Roles / Responsibilities

Provide technical leadership specific to WASH in DRR related activities in India 50%

Develop program plans, ensure its smooth implementation, and manage the partner/team's performance of project tasks and activities that may include, but are not limited to:

- Construction or rehabilitation of water networks, gravity flow systems, wells or tube wells/boreholes
- Hygiene promotion and education according to India standards and norms
- Water quality testing and treatment.
- Water trucking and emergency water supply.
- Carrying out of assessments and post-implementation monitoring.
- Ensure appropriate design, construction and implementation of WASH hardware according to technical standards, as well as proper maintenance and use of WASH equipment.
- Advise on the technical design and implementation of field projects and provide assessments/reports of current efforts. Work with field staff to build consistency across each WASH intervention.
- Prepare and launch tender bidding procedure for contractor(s).
- Supervise the engineering works related to WASH projects in the region.
- Inspect and certify all WASH infrastructure before contractors are paid, as necessary.
- Provide technical expertise related to the planned WASH infrastructure works carried out by projects.
- Ensure that expenditures and budgets are well-monitored and activities are implemented and completed within budget and on schedule.
- Ensure that all WASH infrastructure are within the acceptable sector and country standards.
- Ensure critical gaps in information, knowledge and understanding relating to water supply, water safety, water resource management and sanitation and hygiene promotion are recognized and addressed by stakeholders in the Habitat programs and partners.
- Draw a capacity building plan and build capacity of Habitat staff on WASH projects.
- Develop technical resources (e.g. strategic framework, standard operating procedures, manuals) to guide WASH Infrastructure interventions, drawing from international best practices, along with field specific observations.
- Develop clear infrastructure monitoring tools (e.g. checklists).
- Support Monitoring, Evaluation, Accountability and Learning (MEAL) team to conduct project monitoring and evaluation of WASH projects.
- Support the resource development team in resource mobilization.
- Document and manage the resources generated from WASH projects monitoring and evaluation for improving future program quality.
- Write WASH reports and submit to the project manager.
- Develop and ensure the use of appropriate techniques and materials for hygiene promotion and training.
- Manage in coordination with Sr, Program Director and the WASH program budget through the preparation of monthly forecasts and the monitoring of expenditure.
- Track the progress of activities, ensure the collecting of program indicators and provide on-time internal status reports and external donor reports.
- Identify and monitor risks, constraints or escalating issues, and inform the supervisor accordingly.
- Ensure that all data and information is updated, well organized and easily accessible; and that lessons learnt and best practice are capitalized.
- Coordinate with other technical departments to ensure a common approach, synergy and sharing of information.
- Ensure program efficiency and delivery in particular referring to cost effective and innovative solutions to accelerate trend of access with analysis of potential and sector environment.

- Represent Habitat for Humanity Bangladesh externally and collaborate/coordinate with local authorities, counterparts, partners and stakeholders.
- Analyze and report on the evolving humanitarian needs for Response and provide clear recommendations for interventions.
- Develop appropriate targeting criteria and mechanisms to ensure the needs of identified vulnerable groups are met.
- Participate in the development of new proposals and the annual country strategy.

Support in WASH DRR-related activities for the AP Regional office 50%

- Ensure effective, practical, field operations plan which will facilitate country specific disaster responses are integrated and addressed in country DR³ Plans and country strategic and management plans.
- Be the focal point for AP region DR3 community of practice for WASH with particular focus on collaboration and experience sharing between the low middle income countries (LMIC) with exemplary program practices being captured and shared with countries in the AP network.
- Conduct assessments in support of conceptualization and design of disaster risk reduction interventions and/or disaster response intervention in collaboration with HQ, NOs, Branch Offices and Partners.
- Provide direction, leadership and backstop support for the development, oversight and management of disaster risk reduction and response interventions in WASH interventions.
- Support the design, implementation, monitoring and evaluation of WASH programs related to disaster risk reduction and response programs.
- Facilitate the communication and information sharing with HQ, other AOs, NOs, Branch Offices and Partners on disaster risk reduction and response program developments and monitoring in WASH.
- Design, promote, facilitate and participate in disaster response (rapid response) training activities to increase the capacity of NOs, Branch Offices and Partners
- Facilitate the development of DRR and mitigation intervention in collaboration program team in line with AP and country strategic business plan ensuring that it is within external standards in community resilience programming, with emphasis on international standards, such as SPHERE, IASC, Core Humanitarian Standards, ALNAP, etc.
- With assistance from AP FOI focal point undertake donor mapping exercise identifying the most likely revenue sources and ways in which to engage with these.
- Propose strategies, that enable Habitat to take a more strategic role in WASH-related disaster & climate mitigation, preparedness, and response.
- Participate and represent HFHI in regional WASH sector meetings.

Regional program quality monitoring

- Review assessment reports produced by DR3 Manager or Rapid Response Team to ensure it contains adequate and accurate information and involve in proposal development and have close coordination with RD team.
- Monitor and evaluate projects implementation against set objectives, budget, schedules, and indicators.
- Promote Regular monitoring and evaluation for the quality interventions against Habitat's WASH Standards in Disaster Response Projects.
- Regular coordination with PDMEAL team to conduct partners and beneficiaries surveys and impact assessment and taking corrective action against significant deviations from standards, includes supporting branch during external audit evaluation.
- Assist in developing systems that ensure the process of timely and accurate reporting, capturing lesson learned and knowledge sharing management.

4. Field Visit

- The position will require 50 % field visits within office hours.

5. Working Conditions

- HFHI offers good safe and healthy workplace with excellent organization culture.
- HFHI has standard working hours for all employees with 8 hours per day and 40 hours per week with 2 days off during weekends.

6. Position Requirements

Education and experience

- Graduate/Post Graduation (engineering, public health, geology, etc.)
- At least 7 years' relevant work experience essential. Strong monitoring and evaluation (M&E) experience required. Experience working with Humanitarian agencies is preferred.
- Proficient in Auto CAD, Microsoft Word, Excel, and Outlook
- Familiarity with GIS, data analysis software and water modelling software preferred.
- Good written and spoken knowledge of English and Bangla preferably both.
- Professional, motivated, open, creative, mature, responsible, flexible, culturally sensitive.
- Knowledge in the Minimum SPHERE standards.
- Skill & Competencies required:
- Possesses strong interpersonal communication skills
- Diplomatic in communications with all NGO, governmental, donors and community partners
- Able to coach and mentor others
- Demonstrated leadership and decision making skills;
- Excellent organizational skills;
- Excellent communication skills both in English & Bengali;
- High moral character with integrity and honesty;
- Capacity to handle multiple tasks and prioritize job responsibilities;
- Have excellent report writing skills

Willingness to strictly comply and actively support HFHI Commitment and Values:

- Humility** – We are part of something bigger than ourselves
- Courage** – We do what's right, even when it is difficult or unpopular
- Accountability** – We take personal responsibility for Habitat's mission
- Safeguarding** – HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

Interested candidates should submit their application to recruitment@hfhindia.org