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| **TITLE:**  Roving Sr. WASH Manager | | |
| **TEAM/PROGRAMME:** OFDA WASH | **LOCATION:** Hodaida, Saada Amran (Roving) | |
| **GRADE**: TBC | **CONTRACT LENGTH:**  **Permanent**  **Fixed Term**  ***16 months*** | |
| **CHILD SAFEGUARDING: (select only one)**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  The Roving Senior WASH Program manager is responsible for the delivery of the WASH component of OFDA funded SCI emergency response program. The position is a roving role with 30% in Amran, 30% Saada, 30% Hodeida and 10% Sanna. The Sr. WASH program manager will ensure that the WASH programs are designed and delivered based on best practices, available evidence, and context specificities. The post holder will provide technical and managerial leadership to the WASH teams in three field offices, ensuring all activities are of a high quality and respond to assessed needs. S/he is responsible to build the capacity of WASH managers based in each location and ensuring that technical capacity strengthening support to government counter parts effectively addresses their priority needs S/he is responsible for ensuring effective collaboration with partners based on principles of equality, transparency, responsibility and complementarity at each field offices. S/he will ensure excellence in project cycle management, business development efforts, and strategic planning and representation. This is a senior and strategic program position at the field level with overall cholera response and WASH program delivery responsibility. | | |
| **SCOPE OF ROLE:**  **Reports to:** the Project Director with a dotted line to the WASH technical advisers  **Staff reporting to this post:** Hodeida, Saada and Amran WASH Programme Managers  **Direct:**  **Indirect : WASH PMs in Field Offices**  **Budget Responsibilities: NIL**  **Role Dimensions**: Close coordination with Field Managers and Field Staff including Awards, Finance, Admin and Logs | | |
| **KEY AREAS OF ACCOUNTABILITY :**  **Program Management, Technical Quality, and Strategy**   * Have overall responsibility and provide technical guidance for the implementation of the Water, Sanitation and Hygiene (WASH) Programme in Hodeida, Saada and Amran Offices * Work with each field management in providing technical leadership in the design of a medium term WASH intervention, which addresses current emergency needs with a longer-term view in enhancing mitigation to future crises * Ensure creative and holistic approach to WASH programming, assist the team in finding ways to integrate/link and combine hygiene & health promotion, water and sanitation facilities design, construction & maintenance, with Health, Nutrition, Livelihoods and food security etc. * Ensure handover of completed works to communities and Water Users Associations (WUCs) for longer-term management under the auspices of the government counter parts and their capacity is built to effectively manage and operate the water infrastructures constructed/rehabilitated. * Provide strategic direction, leadership and overall technical and management support to WASH programs for Hodeida, Saada and Amran Offices and the cholera response under the OFDA fund. * Oversee the cholera response, WASH program activities, including technical support, supervision and guidance to WASH teams. * Provide guidance and support to the WASH Project managers to effectively manage competing priorities and implementation in line with the SCI country strategy and project proposal. * Actively support the WASH team in the development and implementation and monitoring of WASH interventions in their area of operation, including in all the Diarrhoea Treatment Centres (DTCs) and Oral Rehydration Corners (ORCs). * Ensure that minimum standards of technical quality are adhered to in all engineering activities and interventions, which are technically appropriate, realistic and on budget. * Coordinate direct reports toward ensuring all targets are met on time, according to budgets, and in line with donor commitments. * Ensure that monitoring framework within the programme touching on WASH interventions is implemented, including baseline data, secondary data, reviews, donor reporting, KABP survey and internal/external evaluations * Work collaboratively to integrate the WASH program with other sectors where appropriate, particularly with Health & Nutrition, FSL and Protection. * Support training of SCI staff and government counterpart staff to improve technical knowledge and practices, ensuring that capacity strengthening support effectively addresses individual and partner priority needs. * Lead and participate in the development of budgets for program proposals in collaboration with the grants and finance team. * Work with the WASH technical advisor to strengthen the community WASH programming. * Support the field managers in the development of annual field office plan. * Liaise with partners, sector working groups and other stakeholders to ensure that SCI programmatic goals and strategies are in line with humanitarian need priorities. * Coordinate regular WASH program assessments to identify opportunities for expansion and improvements in program effectiveness, efficiency and efficacy. * Explore opportunities for expansion in WASH sub-sectors * Lead on the design of the WASH sectors contingency plan as part of the country emergency response preparedness plan and strategy. * Ensure effective and high quality reporting, monitoring and evaluation systems for both internal and external use, capturing best practice.   .  **Grants Management**   * In collaboration with the project director participate in Grants opening and closure meetings and ensure all WASH and the cholera components of the project work plans are closely developed as well as effectively and timely implemented by Project Managers, and Project Officers as per stipulated Grants contracts * Review progress in achieving program objectives and targets in collaboration with the project managers and implementing partners. * Prepare and implement detailed project spending, procurement and work plans for the all WASH projects in the three field offices and the cholera response. * Coordinate inputs for health into BVA and indicator tracking on a monthly basis, implement corrective action as required, and report this within SCI. * Ensure internal and reports to donors are produced and delivered in a timely and quality manner * Coordinate with the respective field managers and grant/finance officers to ensure that grants expenditure review (BVA) meetings are held monthly, minutes captured and feedback shared in a monthly basis and disseminated to Health & Nutrition Project Managers for their review.   .  **Finance**   * Monitor and ensure effective budget responsibility for the health nutrition component of projects * Ensure that the scheme of delegation, finance guidelines and related administrative procedures are strictly adhered to * Ensure the submission of monthly cash forecast as per the DIPs of the cholera response, WASH components of the grant * Ensure compliance to donor regulations for all WASH grants at the three field offices.   **Human Resources**   * Comply with all relevant Save the Children policies and procedures with respect to Child Safeguarding, Child Protection policy, Code of Contact, and Fraud and Dishonest policy, Gender, Diversity and non discrimination, health and safety, equal opportunities and other relevant policies. * Lead, manage and motivate the WASH team, ensuring that they have clear objectives and receive meaningful feedback on their performance. Ensure compliance with staff development strategies and Performance Management systems and evaluations. * Review the structure of the WASH teams periodically and map out the staffing needs in alignment with program size and any expansion plans * Hire, supervise, and build the capacity of WASH team members in relevant technical and management competencies. * Ensure that the WASH programme staffs have clearly defined objectives and understand their responsibilities.   **Representation**   * Establish, maintain, and improve active and regular working relationships and take the lead role in representing the principles and work of SCI to representatives of other organizations (UN, NGOs, INGOs, counterparts, donors, government Authorities etc) in the area of health and nutrition * Lead efforts to improve active co-ordination and networking with government agencies, NGOs, UN agencies and other stakeholders in health and nutrition. * Actively participate in WASH sub cluster meetings   **Working contacts**   * Internal: The post holder will be expected to work with the senior management team, technical advisors and programme managers and with staff across departments throughout the programme. * External: The post holder will be expected to develop and maintain personal links and effective relationships with UN, NGOs, INGOs, partners and key stakeholders, counterparts, donors, and the government authorities in the operational area. | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**   * University degree in degree in civil engineering, water, sanitation and hygiene * Competent in Windows, MS office programs, emails and relevant health database (HMIS, DHIS etc.) | | |
| **EXPERIENCE AND SKILLS**   * Minimum of three years international professional experience implementing humanitarian health programs at managerial or coordination level. * Demonstrated experience in capacity building, project design and budget management. * Experience in working with and coordinating with the UN, donors, INGOs and other stakeholders. * Strong writing and analytical skills, including ability to communicate technical matters to a range of audiences. * Competent in Windows, MS office programs, emails and relevant health database (HMIS, DHIS etc.). * Fluent in spoken and written English. * Mature and structured approach to project and team management. | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |