



NORWEGIAN  
REFUGEE COUNCIL

## 1. JOB TITLE: **WASH Coordinator**

Job Identification: 5884

Job Category: Coordination

Locations: Nduta

Apply Before: 29/04/2022, 14:14

Degree Level: Bachelor's Degree

Job Schedule: Full time

### **Job Description**

Main purpose of the position is to ensure effective planning and quality implementation of the WASH activities in Nduta Refugee Camp. The WASH Project Coordinator will provide technical support in the development of NRC's WASH programming for Water, sanitation and hygiene promotion activities. He/she will also work closely with WASH project Officers in the field to ensure timely delivery of WASH activities, and will assist the Project Manager in overall planning and design of (future)

### **job-details.job-responsibilities-title**

- Ensure effective planning, coordination and implementation NRC WASH activities in Nduta refugee camp.
- Assess and advise on capacity building needs within the team to ensure effective developments of the quality standards for the WASH activities.
- Preparation of reports, guidelines and other strategic documentation.

- To support training and hygiene promotion, sanitation and water components to ensure public health activities are implemented as part of a well-coordinated one-programme approach.
- Undertake contract management and tendering processes of the diverse contractors.
- To support procurement and logistics planning in relation to BoQs and the requirements of the donor
- To support the work of the WASH Officers in engagement with communities in implementation and mechanisms to increase their level of accountable management of improved resources on completion of the project's activities.
- As per NRC performance management model, line manages the WASH Officers giving attention to learning and development through frequent training needs assessments (TNAs) and performance reviews.
- To provide technical inputs for the submission of interim and final donor reports as per the conditions of secured funding.
- To provide detailed monthly reports to the PM indicating progress against objectives and critical bottlenecks for all WASH Activities.
- To support the PM, at local level coordination and lobbying as required.
- To support development and costing of project proposals by playing a lead role in technical assessments, as required by PM
- Ensure that assessment, programme design and implementation considers needs and vulnerabilities within the community.
- On the basis of these assessments to design and construct appropriate responses (both programmatic and advocacy) to meet people's basic WASH needs including water reticulation system, excreta disposal, solid waste management, drainage, vector control, and hygiene.
- Ensure that WASH programme design is informed by and integrated with NRC's other priority sectors of camp management, education and Shelter.
- Lead the preparation of relevant project proposals for donors and advocate for funding.
- To ensure that sustainable systems are set in place for longer term operation and maintenance of all water and sanitation infrastructure, including the provision of all necessary training.
- Prepare and oversee the implementation process to ensure timely delivery of programme activities (for example, monitoring against logframes, individual performance management workplans).
- Prepare timely financial and narrative reports on project activities in compliance with internal NRC requirements and any relevant external donor requirements.
- Ensure appropriate management and use of NRC resources at all times
- Manage project staff on a day-to-day level working with other technical departments, security, logistics, administration and senior management staff (depending on assignment).
- Assist in recruiting, training, supervising and managing WASH staff and potential counterparts at national level.
- To ensure that the minimum standards of humanitarian relief are maintained in accordance with the UNHCR and SPHERE standard

- Help be responsible for the security of all staff. Ensure that the security, health and well being of staff are ensured and staff management and other processes and policies and systems reflect NRC's principles of equity and fairness.
- Identify learning and training opportunities for NRC staff and partners and work as a mentor and role model for less experienced staff. Look for opportunities for experiential learning within all work.
- Ensure that NRC's work in WASH programming is coordinated with efforts of other agencies and Government, and represent organization at Interagency Coordination meetings.
- In collaboration with the emergency section feed in learning, experiences and evidence to relevant global advocacy objectives relating to WASH

### **job-details.job-qualifications-title**

- *A first degree in Environmental Health Water or a related area from recognized university/college.*
- Proven practical experience in the planning and execution of WASH Programmes of at least 4 years experience in a humanitarian and development programme preferably with an INGO.
- Experience in staff management and development and supervisory roles
- Experience in managing and undertaking hygiene promotion in a relief programme is essential.
- Proven ability to use MS Office software (especially Word and Excel) is essential. Experience with other computer programs such as SAP 2000 and Microsoft Project would be an advantage.
- Good analytical skills, with an ability to translate analysis into recommendations for practical action, including concept note and proposal development.
- Knowledge and experience of the application of UNHCR and SPHERE standards and links to emergency and longer-term development practice.
- Proven experience of effective integration of gender in public health programming
- Excellent teamwork and interpersonal skills.
- Diplomacy and tact, to be able to liaise, negotiate and plan with government officials, other agency staff, local artisans and community representatives.
- Cultural sensitivity
- Excellent written and oral communication skills

Duty station :Nduta

Duration :8months with possibility of extension

**"Female candidates are encouraged to apply"**

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## **2. JOB TITLE: Shelter Technical Assistant**

Job Identification: 5792

Job Category: Assistant

Locations: Nduta

Apply Before: 20/04/2022, 12:50

Degree Level: Three Years College

Job Schedule: Full time

### **Job Description**

Shelter Technical Assistant, the purpose of the assistant position is to assist in the day-to-day implementation of the shelter project. Shelter

All NRC employees are expected to work in accordance with the organization's core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships.

### **job-details.job-responsibilities-title**

- Adhere to NRC policies, tools, handbooks and guidelines
- Assist with the implementation of the support function portfolio according to plan of action
- Prepare and develop status reports as required by management
- Ensure proper filing of documents
- Promote and share ideas for improvement of the support function
- Support the shelter officer in the formulation of project work plans and provide quality and timely reports to the officer on the progress of the project.

- Supervise and monitor construction and maintenance of transitional shelter and infrastructures
- Request shelter construction materials from the warehouse in a timely manner, supervise and monitor the distribution of construction materials to the beneficiaries
- Monitor and ensure proper usage of the shelter construction materials, assets and tools.
- Monitor proper positioning of the shelter on the site
- Provide support to the NRC WASH Assistants upon request
- Facilitate community mobilization for all activities related to the provision of shelters in close coordination with the NRC WASH team
- Facilitate effective implementation of construction activities which includes supervision and monitoring of emergency- and transitional shelter construction, and ensure tasks are completed correctly and on schedule
- Support the development of training material for mud brick production, masonry and carpentry works
- Participate in shelter assessments and continuous gap identification and analysis
- Preparation of bill of quantities as requested from time to time.
- Represent NRC in relevant meetings
- Recruit, train and manage incentive workers (community mobilizers, quality monitors, construction workers).
- Supervise and develop the capacity of refugee community workers implementing shelter construction activities.
- Take account of gender, protection, HIV, the environment, and other important cross-cutting concerns in programme design, implementation, and reporting; carry out activities in a way that reflects the needs of specific groups and individuals e.g. elderly people, minority groups, children, and people with disabilities.
- Support the preparation PRs and follows up on timely procurement of materials, tools and services.
- Take part in general assessments, upon request
- Participate in infrastructure assessments, BOQ preparation and construction supervision

### **job-details.job-qualifications-title**

- Diploma in Civil engineering, or relevant practical experience. Possibly experience in humanitarian assistance.
- Excellent communication (spoken and written) skills, including the ability to explain and present technical information.
- Experience in community mobilization
- Knowledge of Kirundi
- Political and cultural awareness
- Ability to work independently in a result-oriented multi-tasking and multi-cultural environment

- Sensitivity to the needs and priorities of disadvantaged populations (minority groups etc.)
- Experience from working as a Shelter Assistant or Officer in a humanitarian/recovery context
- Documented results related to the position's responsibilities
- Fluency in English, oral and written
- Participate in the appropriate professional development of project portfolio
- At all times in and outside work adhere to NRC Code of Conduct

**DUTY STATION :NDUTA**

**Duration :8 Months with possibility of extension**

**"women candidates are Encouraged to Apply "**

**[CLICK HERE TO APPLY NOW](#)**