

Job Description – WASH Program Officer

TEAM/PROGRAM: Programs
LOCATION: SUVA
GRADE: Officer Level 0
INTRODUCTION:

Save the Children International (SCI) is the world's largest independent child rights development organisation, making a difference to children's lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child's right to development, survival, participation and protection.

Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children's rights in accordance with the United Nation's Convention on the Rights of the Child. Currently Save the Children Fiji employs 28 staff across three offices in Suva, Lautoka and Labasa. Save the Children Fiji (SC Fiji) Programmatic goals focus on achieving improvements in the lives of Children in Fiji through effective Education, Health, Protection, Participation, Child Sensitive Livelihood and Disaster Risk Reduction (DRR) programming.

ROLE PURPOSE:

The WASH Program Officer will be directly responsible for the design, implementation, follow-up and evaluation of hygiene promotion activities in the target communities/schools in SC's targeted areas (Ra and Bua). The post is specifically oriented towards hygiene promotion aspect of WASH. He/she is expected to be based in one of SC Fiji's field offices, in Labasa and Ra and will lead the activities in each division.

SCOPE OF ROLE:
Reports to: WASH Manager

Staff directly reporting to this post: N/A

KEY AREAS OF ACCOUNTABILITY
KEY PERFORMANCE INDICATORS
I. Program Delivery, Management and Quality Assurance

- Design, planning and implementation of WASH needs assessments: personal interviews at household level, facilitation of focus group discussions, visits to sites and infrastructures, and meeting with key members of community.
- Contribute to WASH technical assessments in coordination with relevant government Ministries including the Ministry of Education (MoE), Ministry of Health and Medical Services (MoHMS), Ministry of Infrastructure and Transport (MoIT) and/or other external sector agencies, ensuring assessment findings are documented and that all assessments include a specific analysis of children's needs.
- Design, planning, implementation and follow-up of hygiene promotion activities such as:
 - Training of trainers in hygiene promotion (for community volunteers, WASH committee members, teachers, health workers and children),
 - Setting up of children clubs and hygiene promotion activities in schools and with children in communities
 - Follow-up of activities of community health worker
- Develop project plans and budgets for project intervention area, contributing towards an overall thematic programme plan and master budget.
- Ensure community mobilization in all field related to water, hygiene and sanitation.
- Develop and evaluate methodologies for promoting WASH with

- Conduct WASH needs assessments as per project proposals
- Develop program plans and M&E frameworks
- Contribute to technical assessments carried out for all WASH infrastructure works with a plan developed for each activity
- All WASH projects have baselines, defined indicators, outputs, outcomes, objectives and goals.
- WASH data is collected and analysed
- Contribute to the SC Fiji CRSA planning and development
- Contribute to the SBU recordings in liaison with the SC Fiji program teams
- Submission of comprehensive, high quality and timely reports to all internal and external

<p>children</p> <ul style="list-style-type: none"> • Ensure budget planning and logistics for hygiene promotion activities: making and follow-up of internal purchase order, quality control of material delivered by suppliers, planning team movements by vehicle • Follow-up of the hygiene promotion activities of potential local partners of Save the Children such as local NGOs, and participate in building their capacity • Support fundraising for the SC Fiji Health programming, including contributing to the development of high quality concept notes and proposals. • Prepare and oversee project implementation to ensure timely delivery of project activities (for example, monitoring against log frames, individual performance management work plans). • Prepare timely programme and donor reports on project activities in compliance with internal SC requirements and any relevant external donor requirements. • Contribute to the recording reschedules of SC Fiji at the School Broadcasting Unit (SBU) of Ministry of Education with a focus on WASH • Put in place an M & E plan for projects under the Health/WASH program ensuring this links to reporting requirements, and capacity build field staff in carrying out the work. • Put in place accountability activities for the program, ensuring that feedback from children and their families is considered in any project design and implementation. • Supporting learning from relevant best practice internally and externally • Contribute to SC Fiji's Child Rights Situational Analysis and Strategic Planning processes • Conducting regular field visits, to project sites including discussions with beneficiaries • Ensure compliance to the SC Fiji Child Protection Policy • Document program learning, and incorporate analysis and lessons learned into new strategies/activities and advocacy work • Undertake all other official duties as directed by the SC Fiji Chief Executive Officer (CEO) or other authorised officers 	<p>stakeholders</p> <ul style="list-style-type: none"> • Information from WASH activities, and lessons learned, informs project implementation and new program design, and is conducted in accordance with donor agreed M&E frameworks
<p>2. Program Development and Fundraising</p> <ul style="list-style-type: none"> • Contribute to training on WASH with children, communities, local government authorities (LGAs), institutions and SC Fiji staff on a planned and regular basis • Plan and promote child participation awareness and development • Identify suitable local partners for joint project implementation as appropriate. • Contribute to the development of long term funding strategies for the WASH sector in cooperation with the CEO, the SC Fiji Program Management Team (PMT), and other SCI members, towards the achievement of protection-related SDGs in Fiji • Conduct training on WASH with children, communities, LGAs, institutions and SC Fiji staff on a planned and regular basis • Incorporate analysis and lessons learned into new strategies, proposals and activities. • Ensure programming interventions are designed using rights based principles, on an understanding of gender relations and that programs 	<ul style="list-style-type: none"> • Contribute to the development of project proposals, concept notes, logframes and budgets to strategically relevant donors throughout the year. • The WASH program strategy in Fiji is technically strengthened incorporating best practice approaches • Participate in the completion of the Child Rights Situation Analysis for Fiji. • Projects are monitored, variances identified, discussed and documented, for timely submission to the relevant

<p>seek to support the different needs and opportunities of women, men, boys and girls in Fiji.</p>	<p>donor as required</p> <ul style="list-style-type: none"> • All WASH training sessions and workshops are successfully conducted with all relevant parties in attendance and within designated timeframes • Duties are completed in accordance with SC Fiji policies and procedures and in a timely manner
<p>3. Performance Management and Capacity Building</p> <ul style="list-style-type: none"> • Implementation of initial and final KAP surveys (Knowledge, Attitude, Practice) • Implementation of PDM survey (Post Distribution Monitoring) for any kits distributed • Collection, consolidation and reporting of weekly data, necessary for the consolidation of standard project and strategic indicators (number of beneficiaries, number and type of activity performed) • Ensure the SC Fiji Child Protection and Safeguarding Policies are implemented is observed • Identify capacity building requirements in key competency themes or specific WASH technical areas • Identify learning and training opportunities for WASH project staff and work as a mentor and role model for less experienced staff. • Ensure optimal use of human resources, including promotion of team work and team spirit • Report to the CEO, and/or Child Protection Focal Points, any violations of SC Fiji personnel policies and Code of Conduct. 	<ul style="list-style-type: none"> • Policy violations are reported, documented and investigated in accordance with disciplinary procedures, and the child protection reporting process is followed as required
<p>4. Networking, Presentation and Advocacy</p> <ul style="list-style-type: none"> • Uphold the strong relationships with relevant government bodies, clusters, (I/NGOs, the UN, CSOs, SCI members and any other key stakeholders relevant to the protection sector. • Represent SC Fiji at Health/WASH meetings at the district level • As requested by the CEO, represent SC Fiji (excluding media) and advocate Save the Children's position and learning to influence policy and practice of government, donors, I/NGOs, the UN and other civil society organisations in relation to WASH • Following the completion of CRSA project activities, work with the SC Fiji CPC to develop advocacy materials and a defined strategy to influence key stakeholders for improved child-rights attainment in Fiji • Contribute to research and documentation efforts (evaluation design, documenting best practices, generating materials useful for representation, advocacy) particularly with regard to strategic value/direction • Support SC Fiji to contribute to Global Health/WASH Initiatives and indicator data collection • Ensure that Save the Children's WASH work is coordinated with efforts of other agencies and Government at regional level, and support Interagency Coordination forums in your intervention area, advocating for the specific needs of children. This may involve attending coordination working groups or leading such groups at sub 	<ul style="list-style-type: none"> • Collaboration and coordination of Save the Children WASH programs is achieved with all key stakeholders • Representation and reporting at Health/WASH meetings • SC Fiji represented (as requested) in the protection sector relevant fora and committees • Advocacy priorities are identified and appropriately aligned with programming, the annual plan, SC Fiji and SCI global initiatives • Context and risk analysis is strengthened with advocacy messages and strategies developed to fit the context, target and risk

<p>national level.</p> <ul style="list-style-type: none"> • Assist in advocacy activities that target decision-makers in-country. • In collaboration with the Humanitarian Technical Unit and Thematic team, feed in learning, experiences and evidence to relevant global advocacy objectives. • Contribute to WASH communications and media work as required. 	
<p>5. Budget and Operational Management</p> <ul style="list-style-type: none"> • Contribute to the management of any program and project budgets and ensure sufficient budget management tools are in place for multi-location grants • Ensure that project budget variance reports are being tracked regularly, appropriate measures are taken to address any over or under-spending, that grants are fully expended within the appropriate timeframe and in accordance with donor regulations. • Ensure SC Fiji financial management systems, processes and controls are adhered to • Ensure compliance to financial requests and reporting as required by the board, SCI members and donors including comparisons of budget vs actual expenditure, fixed asset registers etc. • Ensure that all organisational policies are understood and being followed. This is inclusive of the Vehicle Use Policy, Per Diem Policy, Child Protection Policy, Financial Procedure Policy, Code of Conduct and Employee Terms and Conditions. 	<ul style="list-style-type: none"> • Financial reporting is accurate and timely • All relevant SC Fiji policies and procedures are complied with. • Budget holders regularly review budget to actual spending and adjust accordingly • Program spending proceeds in accordance with planned activities and within anticipated timeframes • Approved spending is conducted within the designated delegation of authority framework and in accordance with SC Fiji and donor financial policies and procedures

SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice

<p>Accountability:</p> <p>We take personal responsibility for using our resources efficiently, achieving measurable results, and</p>	<ul style="list-style-type: none"> • Is happy to take responsibility where the necessary skills exist or can be developed. • Is able to learn from mistakes and successes. • Enjoys the idea of a challenge and associated learning.
<p>being accountable to supporters, partners and, most of all, children.</p>	<ul style="list-style-type: none"> • Is committed and actively seeks out development opportunities. • Is able to seek out assistance/resources where required. • Demonstrates personal drive and is able to set own goals and objectives.
<p>Ambition:</p> <p>We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.</p>	<ul style="list-style-type: none"> • Works towards and achieves set goals and objectives. • Committed to quality & continuous improvement in work efforts and activities. • Is proactive and pursues relevant opportunities.
<p>Collaboration:</p> <p>We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.</p>	<ul style="list-style-type: none"> • Can quickly find common ground and solve problems for the benefit of all. • Is fair and reasonable to others. • Can solve problems with peers with minimal disruption. • Is a team player, is cooperative and encourages collaboration. • Easily gains trust and support of peers.

<p>Creativity:</p> <p>We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.</p>	<ul style="list-style-type: none"> • Embraces and supports organisational change. • Acts as a change agent and encourages others to embrace change. • Presents relevant new ideas to peers and manager/supervisor. • Is seen as value-adding within the workplace.
<p>Integrity:</p> <p>We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.</p>	<ul style="list-style-type: none"> • Acts with authenticity and is accountable for own words and actions. • Acts with honesty and transparency in all dealings and admits mistakes. • Ensures high levels of confidentiality relating to both data and verbal communication. • Behaviour is in accordance with SC Fiji policies and Code of Conduct. • Is aware of the impact of own behaviour on others and manages behaviour accordingly. • Can present the accurate truth in an appropriate and helpful manner. • Doesn't misrepresent him/herself for personal gain.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Professional experience of 4 years minimum, among which 2 years in a field related to public health, communication and behaviour change
- Organisational, coordination and planning skills
- Excellent facilitation skills
- Ability to listen and adapt,
- Good interpersonal skills,
- Experience of and commitment to working through systems of community participation and accountability in a WASH context
- Knowledge of monitoring and evaluation
- Experience of training and capacity building WASH staff
- Some experience of representation and ability to represent SC Fiji effectively in external forums.
- Knowledge of institutional donors and experience of developing proposals
- Ability to write clear and well-argued assessment and project reports
- Excellent communication skills
- Strong influencing skills
- Politically and culturally sensitive with qualities of patience, tact and diplomacy
- Fluent in written and spoken English
- The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
- Commitment to the aims and principles of SC Fiji. In particular, a good understanding of the SC mandate and child focus and an ability to ensure this continues to underpin our support
- High levels of computer proficiency including MS Office suite packages

Desirable:

- Experience in education, and in the field of training
- Direct experience in the geographical area targeted by SC Fiji (Ra, Bua)
- Fluency in Fijian and Hindi an asset
- Ownership and accountability of one's work and high levels of confidentiality and integrity (relating to both data and verbal communication).
- A valid class 2 driver's license

Additional:

- Any offer of employment at SC Fiji will be subject to a satisfactory National Police Record Check
- Employees must sign onto SC Fiji's Child Protection Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above.

Date of issue: 28 March 2018**Author: Iris Low-McKenzie, CEO****Signed: Chief Executive Officer, Iris Low-McKenzie**