



NORWEGIAN
REFUGEE COUNCIL

JOB DESCRIPTION

Position: **Wash Project Coordinator**

Reports to: Area Manager

Supervision of: WASH Officers & Assistants

Duty station: Kigoma region, Kasulu/Kibondo/Kakonko districts.

Travel % 50%

Project number: TZFM2502

Duration and type of contract: 12 months

Apply Before: 04/02/2025, 08:57

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

RESPONSIBILITIES

The purpose of the wash Project Coordinator position is to implement delegated wash project portfolio. The following is a brief description of the role.

Generic responsibilities

1. Line management for project staff
2. Adherence to NRC policies, guidance and procedures

3. Contribute to the development of Country, Area and wash strategies, initiate and participate in the development of relevant wash projects
4. Coordinate and manage wash project implementation (activities, budget and project documentation) in line with proposals, strategies and donor requirements
5. Implement technical direction and ensure high technical quality of projects
6. Provide regular progress reports to the Wash/Shelter PDM and Area manager
7. Ensure that projects target beneficiaries most in need of protection, explore and assess new and better ways to assist
8. Develop and manage project budget (in cooperation with Cs) and coordinate across CCs
9. Ensure capacity building of project staff and transfer key skills
10. Liaise and collaborate with relevant local authorities and other key stakeholders
11. Promote the rights of refugees in line with the advocacy strategy

Specific responsibilities

- 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.
- 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 log frames, individual performance management work plans).
- To ensure that the minimum standards of humanitarian relief are maintained in accordance with the UNHCR and SPHERE standard
- 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.

Critical interfaces

- Strategy and project planning: Sector leads/team leaders/PMS
- Area operations: Field coordinator/team leaders and staff
- Staff capacity building: Sector leads, Coordinators and Team leaders.
- Implementation: Wash/Shelter, education and ICLA Sector leads.

Scale and scope of position

Staff:	WASH project staff (WASH Officers and Wash Assistants)
Stakeholders:	UN agencies, Ministry of Home Affairs (MHA) INGO's and local NGOs
Budgets:	All WASH related budgets
Information:	The post holder is responsible for Monthly reporting and also relevant parts of the CO strategy reporting (quarterly reports).

Legal or compliance: Responsible for managing contracts with contractors and/or suppliers working on the WASH projects. In addition, the post holder is responsible for compliance with the donor regulations of projects that s/he will be the budget holder for.

QUALIFICATIONS

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies:

- Minimum 3 years of experience from a senior level project implementation position in a humanitarian/recovery context
- Experience from working in complex and volatile contexts
- Technical Wash expertise
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile
- Fluency in English, both written and verbal

Context/ Specific skills, knowledge and experience:

- Knowledge of the context in Tanzania is an advantage
- Emergency & Protracted crisis WASH assistance in camp set up
- Knowledge of the local language (Swahili) is an advantage
- Experience with start-up of operations

2. Behavioural competencies

- Managing resources to optimize results
- Managing performance and development
- Empowering and building trust
- Handling insecure environments

Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Performance Management System
- The -trial Period, Regular and Annual Performance Reviews,
- The End-term Performance Review Template
- The NRC Competency Framework

Additional Information.

"Qualified female candidates are encouraged to apply"

APPLY HERE