

WATSAN Assistant at International Rescue Committee (IRC)

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Location: Kenya

Category: other-general

Job Description

The International Rescue Committee is a global humanitarian aid, relief and development nongovernmental organization.

Summary

The position holder will support in implementation, monitoring, and engagement with project stakeholders on WASH interventions. s/he will also support in the community engagement and mobilization for all activities both water supply, sanitation, and hygiene.

Main Responsibilities

The WATSAN assistant shall provide necessary support to the WATSAN Officer to design, plan, implement and monitor technical WASH assessments, community meetings, site monitoring visits and meetings with key stakeholders. She/he will ensure that an engagement approach to working with communities, the local authorities, partners other stakeholders is employed, and all activities are carried out in a way that is sensitive to community needs and promotes the full and equal participation of women, men, children, and youth.

Primary responsibilities include:

Project planning and design

Support in the planning, Design and follow up on the water supply and sanitation initiatives.

Support in the needs assessments and proposal development for potential water supply and sanitation projects.

Support in undertaking Topographical Surveys and GIS activities, feasibility studies, water

resource mapping, EIA support.

Project implementation

Support in the development of structural designs including drawings and BOQs.

Ensure community mobilization in all field activities related to water supply, hygiene and sanitation are conducted.

Support in the supervision of both civil and electromechanical works on site according to the design specifications, approved donor guidelines and humanitarian standards.

Support in the preparation and conducting of training for WMCs, other Community structures (SMCs, CHWs, CHEWs, Youth Groups) and local authorities.

Project monitoring and evaluation

Support in timely delivery of projects activities.

Ensure that up to date project documents are in place including approved drawings, design reports, work plans, log frame, detailed project implementation plan, distribution lists.

Support in the filing of minutes, work certificates, site reports, contract documents,

Support in the documentation of lessons learnt and good practices during project meetings, community meetings and trainings.

Fundraising and networking

Support in the development of technically sound proposals.

Coordination and Collaboration

Support in the coordination with the relevant contractors, County Government ministries and departments, Community based organizations, Faith based organizations and NGOs and other relevant departments in providing technical support and assistance to WASH activities.

Under the guidance of the WATSAN officer contributes towards strengthening of integration of WASH programming with the other key IRC program Sectors.

Assist in follow up on WASH support functions including procurements, quality control of materials delivered by suppliers, logistics plan.

Reporting

Collection, consolidation, of relevant data.

Submit Weekly (or when necessary) written reports.

Support in the development of monthly, quarterly, semi- annual and end of projects reports in accordance with donors' and IRC Kenya requirements.

Support in the development, monitoring and evaluation WASH project indicators and standards

Maintain an up-to-date activity tracking tool (soft copies and hard copies) of all water supply, hygiene, and sanitation related activities.

Actively participate in inter-sectoral activities

Support WASH department in other tasks, roles and responsibilities as may be assigned by the supervisor.

Requirements

Qualifications

Degree/Diploma in Civil engineering, soil and water engineering, environmental engineering, or related field. A minimum of one year experience working/programming in WASH, humanitarian work or development.

Required Experience & Competencies:

Minimum of 1-year relevant work experience in WASH, survey, GIS, community development

Experience in community engagement approaches, participatory approaches, and community negotiation

Excellent verbal and written communication skills

Strong interpersonal skills and ability to establish and maintain effective working relations with a team.

Ability to conduct community WASH needs assessment, program planning, implementation, monitoring, and evaluation of WASH activities.

Good understanding of SPHERE and other humanitarian standards

Good computer application skills (MS-Office, CAD, Arcgis, application software to engineering designs).

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