

# Project Officer – Sanitation & Hygiene BHA COVID 19 Response

Location: [Africa] [Kenya]

Town/City: Wajir

Category: Water, Sanitation and Health (WASH)

Job Type: Fixed term, Full-time

**You will be required to produce a current (within 3 months) Original Police Clearance Certificate or waiting receipt during interview in case you are shortlisted.**

Job Title : Project Officer – Sanitation & Hygiene BHA COVID 19 Response

Reporting to : Cluster Manager

Grade Level : 12

Work Location : Mandera & Wajir

## **Position Purpose.**

To provide technical support and guide the implementation of Sanitation and Hygiene components of the BHA Grant and other Sanitation and Hygiene activities in the Area Program that contributes to child well-being outcomes. She/he will support in capacity Building of staff and the community in Sanitation & Hygiene related activities, participate in mobilization of resources and ensuring successful implementation of the project in close collaboration with WV Kenya Staff, the local community, the Kenyan government and other relevant agencies.

## **Major Responsibilities**

### **Effective Project Design, Planning and Implementation 35%**

- Identify and implement viable sanitation and Hygiene promotion technological options for the BHA Grant
- Develop detailed implementation plans and monitor implementation of Sanitation and hygiene project activities for the Grant.
- Provide support in awareness creation on Covid 19 related issues in schools and community implementation of Sanitation and Hygiene activities for the grant to ensure quality, effectiveness and timely implementation.
- Collaborate with QA and the Sanitation and hygiene coordinator to provide the Area Program with the appropriate technical orientation needed to achieve proposed child and community well-being outcomes through sanitation and hygiene initiatives.
- Ensure timely and appropriate utilization of budgeted resources for S&H related project activities in line with Covid 19 protocols.
- Capacity building of staff and communities in programming and implementing S&H activities for the BHA grant.
- Work with P.O WASH in preparation of bills of quantities for projects e.g. VIP latrines and pre - cast sanitation slabs and supervision thereof.

### **Quality Assurance -Design Monitoring, Evaluation and budget Utilization 25%**

- Record number of people trained or reached by several hygiene promotion messages related to Covid 19 in line with MOH protocols.
- Develop monthly, quarterly, semi-annual and end of projects reports for BHA grant and ensure that the reports are prepared in a timely manner and in accordance with WV Kenya and Donor requirements.
- Document and disseminate best practices on sanitation & hygiene projects.

- Provide support during, Assessment, Planning, Designing, baselines, monitoring, reporting and evaluation.

**Advocacy, Engagement with strategic partners, Linkages and networks & partnership development**  
**15%**

- Collaborate with Ministry of Health and other relevant departments in implementing the S&H activities for the grant.
- Liaise with consultants and government line ministries in providing relevant S&H advice to and Community.
- Promote advocacy on sanitation and Hygiene issues within the programme area.
- Participate in Sanitation and Hygiene coordination and other meetings as may be required for the grant.
- Engage with key stakeholders, Community, government, church and other civil society representatives within program to implement sanitation related activities for the grant.
- Any other relevant responsibility as may be assigned by the AP leadership or other relating supervisors.

**Capacity Development 10%**

- Facilitate proper understanding of Sanitation and Hygiene policies, standards, business processes and procedures.
- Facilitate capacity building of staff and communities in S&H programming and its implementation as well as promoting relevant advocacy on S&H issues.

**Resources Acquisition 5%**

- Provide information & data to be used during funding proposal development.
- Review the information and data in collaboration with the AP staff and other sector specialists.

#### **Others 5%**

- Perform any other duty as may be assigned by supervisor or designee from time to time.
- Participate and contribute in committees and task forces which you may be appointed to
- Participate and lead devotions as appropriate

#### **Knowledge, Skills and Abilities**

- A minimum of 3 to 5 years proven experience.
- Experience in working in either relief or development including managing a large-scale community-based project with evidence of successful implementation of similar projects.
- Knowledge of behaviour change models such as Community Led Total Sanitation (CLTS), Sanitation Marketing, Nurturing Care Groups and Design for Behaviour Change models etc.
- Cross-cultural sensitivity, flexible worldview, and ability to work with a wide range of people from different backgrounds.
- Knowledge of the Sustainable Development Goals and especially Goal No. 6 on Water and Sanitation.
- Knowledge of implementation of sanitation and hygiene interventions in disaster/emergency situations.
- Knowledge of and adherence to the Red Cross and NGO Code of Conduct.
- Experience in development work in sanitation and hygiene in the NGO sector.

- Must be a results oriented person who can handle a heavy work load as well as manage and satisfy multiple and at times conflicting organizational, donor and other stakeholder demands;
- Excellent communication skills, used to speak in public and work dynamically with adults and children.
- Knowledge of community capacity building.
- Experience in partnership and collaborations with community, county governments and other S&H related institutions.
- Excellent computer skills, including proficiency in MS Office and Microsoft Outlook
- Strong negotiation skills.
- Ability to exhibit exemplary lifestyle as interpreted in specific local cultural context.