

FOR MHRO USE: (PLEASE FILL OUT)Appointment type: **Fixed Term**Contract duration: **Three months, with possibility of extension**Posting duration: **1 week**

WBS:

Direct supervisor: **Head of Programs**

Notes to include in the vacancy announcement:

POST DESCRIPTION

SECTION 1

Position Information

Position Title	Programme Coordinator (Water Supply, Sanitation and Hygiene Promotion – WASH)
Position Grade	P3
Duty Station	Port Sudan in Sudan
Position Number	New Position
Job Family	Programme
Organizational Unit	Humanitarian Response & Transition (HRT) - 10016150
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	P3
Reports directly to	Head of Programmes
Number of Direct Reports	7

SECTION 2

Organizational Context and Scope

Under the overall supervision of Chief of Mission and the direct supervision of Head Programs, the Programme Coordinator (Water Supply, Sanitation and Hygiene Promotion – WASH) will be responsible for successful implementation and management of the portfolio of Water, Sanitation and Hygiene (WASH) programmes and projects of IOM.

SECTION 3

Responsibilities and Accountabilities

1. Assist in developing and ensure the execution of the WASH strategy for IOM in the country.
2. Manage the overall implementation of the WASH programme to guarantee that scope, budget, time and quality are in accordance to the different projects specifications, donor requirements and IOM rules & regulations.
3. Ensure appropriate and timely resource mobilization for the successful implementation of the different projects in the WASH programme. Proactively identify programme development opportunities, new funding sources, new thematic areas of technical intervention and strategic partnerships that would promote the expansion of the IOM WASH portfolio. Liaise effectively with donors at local and regional level in order to advocate for adequate funding to sustain the WASH programme and prepare proposals for funding.
4. Lead the design process and oversee compliance of technical specifications for the implementation of the required WASH infrastructure and services to guarantee quality of the output and alignment to international and national standards and donor requirements.

5. Backstop the financial and budgetary aspects of projects to guarantee alignment with internal and donor requirements. Ensure that the budget lines are respected and monitor burn rates for the effective use of the funds.
6. Manage and monitor technically and administratively the whole of the WASH team. Ensure that adequate and relevant capacity building are provided to the members of the team. Mentor, coach and manage the staff under supervision; support the performance evaluations and oversee and help to resolve team conflicts.
7. In coordination with the Resource Management Unit and Procurement and Logistics Unit, oversee all WASH programme related procurement efforts for supplies and services, ensuring that the processes are transparent and in line with IOM and donor's regulations. Provide the necessary resources to effectively monitor all contractual agreements with service providers and / or implementing parties.
8. Actively liaise with the WASH Sector; UNICEF / UNHCR, other WASH agencies, government authorities / entities and any other relevant stakeholder to ensure that IOM WASH activities are coordinated to avoid duplication, violation of national regulations or contravention of operational agreements set by the humanitarian community at the country level. Ensure that any needed operational agreement or authorization from the local authorities is convened to guarantee project stability and good relations with the local government.
9. Coordinate internally within IOM units / programmes the implementation of activities and ensure that inter-sectoral activities / approaches are planned and coordinated with the respective units / programmes.
10. Ensure an effective and active communication with all the stakeholders. Make sure that the relevant and necessary information is transmitted downstream to all the members of the WASH team on a timely manner. Prepare project reports, situation reports, programme updates as necessary and/or as requested by the management and ensure that all the project data and information is archived and shared appropriately.
11. Ensure that the WASH program is driven by a sound Monitoring, Evaluation and Learning framework that leads to continuous improvement and fine-tuning of systems and processes.
12. Ensure cross-cutting issues are integrated in the WASH programming such as Gender-Based Violence (GBV) Accountability to Affected Populations (AAP), Environment and other cross cutting issues of relevance.
13. Perform such other duties as may be assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- Master's Degree degree in Civil Engineering, Chemical Engineering, Mechanical Engineering, Environmental Engineering, Geology, Public Health or a related field from an accredited academic institution with five years of relevant professional experience; or,
- University degree in the above fields with seven years of relevant professional experience.

EXPERIENCE

- Experience in the management of WASH programmes in developing countries, preferable in countries facing humanitarian crises and in support of emergency responses. Experience in the region is an added advantage;
- Experience working with different international organizations specialized in humanitarian assistance in emergencies (e.g. United Nations agencies, International Non Governmental Organizations, International Organizations, Donors, International Federation of Red Cross and Red Crescent Societies (IFRC) or International Committee of the Red Cross ICRC);
- Experience in the design and implementation of WASH infrastructure, including contract management; and,

- Proven experience in the design and / or implementation of interventions that include research methods to address behavior change for the promotion of hygiene.

SKILLS

- Works effectively with Donors, local authorities, implementing partners, government partners, stakeholders and the broader community to advance country office or regional objectives;
- Experience in managing WASH projects with UN or international organizations.
- Experience in working in developing emergency and/or fragile contexts;
- Computer literate (word processors, spreadsheet, database, Epanet, CAD (AutoCAD, ArchiCAD or similar engineering software) and statistical packages etc; and,
- Demonstrated ability to supervise and manage staff at an operational level in humanitarian and emergencies set ups.

SECTION 5

Languages

IOM's official languages are English, French, and Spanish, all staff members are required to be fluent in one of the three languages.

REQUIRED

For this position, fluency in English & Arabic is required (oral and written).

DESIRABLE

Working knowledge of another official UN language (Arabic, Chinese, French, Russian, and Spanish) is an advantage.

SECTION 6

Competencies¹

I The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level 2

Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

MANAGERIAL COMPETENCIES - Behavioural indicators – Level 2

Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.