

WSUP Bangladesh

Job Description – Project officer, for a Programme funded by Department for International Development (UK). Results Challenge Fund (DFID RCF)

Position title	: Project officer, DFID – WASH Results Project
Duty station	: Project Office in Dhaka (With substantial travel to other regions in Bangladesh)
Contract Duration	: Initially this position is for initial up to December 2015, with the role possibly being extended if funding is available
Reports to	: Project Manager, DFID-WASH Results Project

1. INTRODUCTION

WSUP is a non-profit partnership between the private sector, NGOs and research institutions focused on solving the global problem of inadequate water and sanitation in low-income urban communities. WSUP is registered in the UK and with a branch office in Dhaka, Bangladesh. WSUP brings lasting solutions to low-income areas by working in partnership with service providers; including water utilities, local authorities and businesses, and the communities they serve. WSUP strengthens the capacity of service providers to deliver sustainable city-wide water and sanitation services, promote good hygiene and raise the environmental standards on emphasis of low-income communities.

The Project officer will assist Project Manager(PM) to manage a programme that will support the implementation of an intensive hand washing campaign in primary schools in low-income areas in Bangladesh using Unilever Bangladesh's (ULB) proven 'School of 5' Approach, reaching a total of 4,164,342 students in 16,000 schools across 33 districts. The programme is being carried out in conjunction with a number of other partners.

2. JOB SUMMARY

This position is responsible to assist the Project Manager to coordinate ULB to implement RCF-Programme for ensuring participation of all levels of concerned stakeholders. The incumbent will assist ULB and PNGOs for partnership programming which will see an intensive hand washing campaign implemented in primary schools that will focus on improving WASH facilities and hand hygiene. The Project officer will assist the PM to ensure efficient programme planning and will assist in identifying interventions that can contribute to objectives and sustainability of the Programme. The position will assist that the School Management Committees, Teacher's and respective government officials become problem solvers and the different service providers are accountable to and work proactively with school teachers and management.

Some of the key challenges for this position include

1. Playing a facilitating role to managing a project with multiple stakeholders over much of the area of Bangladesh, during a short programme period, reaching millions of beneficiaries

- II. As the funding is results based, ensuring the sustainability of all aspects of the programme
- III. Liaising/scheduling programmes between commercial and NGO partners and contrasting procedures and operating approaches
- IV. Encouraging increased priority to be given to hand hygiene and provision of appropriate hand washing and soap facilities within Schools and Ministry planning
- V. Accessing government funding for improved infrastructure (e.g. DPHE, LGD, Facilities (Education Engineering) Department and Ministry of Education)
- VI. Incorporating hygiene education in national curriculum
- VII. Long term provision of soap in schools

The position requires relevant experience to support or assist PNGOs to implement the “School hygiene promotion” programme in Bangladesh. The incumbent will demonstrate facilitating skills in relation to organisation and planning skills, passion, entrepreneurial spirit and empathy with WSUP’s aims and values. This is a challenging role that requires a high calibre, dedicated staff with a deep commitment to facilitate and tackling the hygiene issue of primary schools emphasis to low income areas.

3. SPECIFIC DUTIES

Responsibilities # 1: Planning and implementation of the programme activities for sustainable hygiene practices in schools.

- Assist PM to review the project proposal and ensure that the planning is realistic, both in terms of budget and implementation.
- Develop a detailed plan jointly with PNGOs.
- Coordinate and share activity plan and progress with PM, M&E officer and others relevant staff of WSUP
- In light of the overall programme strategies, the country as well as local context, guide the PNGO staff to implement the project activities to achieve the target with qualitative manner and in a timely fashion.
- Work with the concerned staff and, projects/departments to formulate plans and ensure effective implementation of the plan.
- Facilitate relevant Support Structure (Service Providers, Local Elected Bodies- Urban & Rural and Private Sector) to be more responsive to the needs of the school in line with the Programme objectives and enable school management boards to have the skills and confidence to apply for funding.
- Involvement of respective government department from the start in sharing the design and methodology to get buy-in and how this can be useful for them.
- Work with implementing partner organizations at Divisional , District and Upazilla level

Responsibilities # 2: Monitoring and Reporting

- Pay regular field visits to programme areas to observe progress, with a focus on ensuring quality implementation of the programme.

- Keep track of progress of interventions; provide progress reports to the PM and M&E officer against the programme log frame, in line with WSUP's reporting requirements.
- Assist PM to prepare yearly activity plans and budgets for approval by the Country Programme Manager and Monitor expenditures against budget on a regular basis at PNGO level
- Contribute in preparation of quarterly, semi annually and yearly reports.
- Ensure quality data collection from the field through a number of different method both paper and digital

Responsibilities # 3: Capacity Building of Service Provider and PNGO staff

- Facilitate the capacity development of relevant public service providers, with a particular focus on the relevant staff (School Teachers, Upazila Education officers etc).
- Assist in developing the capacity of private service providers to collect relevant data during baseline survey and monitoring.
- Assist in developing the capacity of School Management Committee (SMC) to oversee the facilities and hygiene practices in schools.

Responsibilities # 4: Liaison with Government and Non-Government Organization

- Establish professional working relationships with all programme stakeholders, in particular local elected bodies (Urban & Rural), representatives of relevant department of public services, concern government officials.
- Liaison with the primary education department at Upazila, divisional and district level to improve WASH facilities in school and influence local level decision makers to incorporate the appropriate hygiene promotion content in the national curriculum.
- Liaison with the primary education department at Upazila, district and divisional level to ensure materials for hygiene practices, ensure GOB circular in schools and increased the enrolment of student in school
- Develop purposeful relationship with different development agencies to share learning and experiences of WSUP and to secure support from them to strengthen WASH facilities and sustain hygiene practices.
- Liaise with other WSUP staff to share experiences and learn from WSUP programmes elsewhere.

4. WORKING CONDITION:

- Work and coordinate with PNGOs and ULB in order to achieve project objectives and goal.
- The position entails a 6 month probationary period.
- Based in Dhaka / divisional / District level and will spend approximately 80% time in the field at programme locations
- The position is full time, 5 days in a week, Sunday to Thursday from 9:00am to 5:00pm.
- The programme duration is until March 2018 and this position is for initial up to December 2015, with the role possibly being extended if funding is available.

5. QUALIFICATION:

- At least a bachelor level university degree in a relevant field (Social Science, any subject of science, Engineering, Management etc) and Masters in the relevant field (Social science etc) is preferable. A qualification in Project officer would be an advantage.

6. PERSON SPECIFICATIONS:

Essential	Desirable
A Bachelor Degree in Social Science, Engineering, Management or in a relevant field	A qualification in Partnership Management would be an advantage. Masters' degree preferably in Social Sciences or relevant field. For significant professional experience the Master's level qualification requirement may be relaxed
Minimum 4 years professional experience in organisational position with multi facets. At least 2 years demonstrated experience of the field of water, sanitation and hygiene . Good understanding of school systems.	Strong WASH programme planning and experience including strong knowledge on Water, Sanitation and Hygiene issues
Experience of working effectively with PNGOs, institutional partners, consultants, community representatives and local politicians	Experience of working to liaise with consortium partners, Service Providers, Local Elected Bodies, public and Private Sector
Experience of working within a project and delivering in terms of deliverables, budgets, timelines and reporting requirements	Experience to keep track of progress of the interventions against the programme log frame and demonstrable ability to manage projects
Knowledge of working with local government and Bangladesh Government systems, knowledge and understanding of water and sanitation issues in Bangladesh.	Ability to deal sensitively in a multi-cultural team environment and build effective working relations with clients.
Ability to manage a high workload and prioritize deadlines	
Good written and oral communication skills in English	
Able to comfortably use Microsoft Office and communicate by email	
Enjoy working with a team in a fast paced programme many challenges	
Self-motivated and able to organize own work plans, motivated by the mission of WSUP	
Excellent inter-personal skills;	

7. AUTHORITY

- Close Coordination with 5-7 WSUP Programme staff.
- Liaison closely with 5-7 implementing Partner Organizations

8. TERMS AND CONDITIONS

- Dependent on experience

- Negotiable

9. Contract Requirements

It is a requirement of this Contract that s/he will comply with the following policies of WSUP:

- Child Protection <http://www.wsup.com/wp-content/uploads/2013/04/WBP900-Child-Young-People-and-Vulnerable-Adults-Protection-Policy-May-2013.pdf>

- Health and Safety

- Business and Ethics :

<http://www.wsup.com/wp-content/uploads/2013/04/WBP800-Business-Ethics-Policy-Aug2014.pdf>

10. APPLICATION REQUIREMENTS

Please send the completed application form and cover letter to wsupbangladesh@wsup.com by 13 September 2014

CVs will not be accepted. WSUP does not use agencies for recruitment.

WSUP Bangladesh is an Equal Opportunities Employer