

VACANCY ADVERT

Position: **Programme Officer - WASH Technician.**

Location: Buea - South West Region.

Contract Duration: 10 Months Service Contract with Possibility of Extension.

Grade: level 5

Reports to: Regional Coordinator

Indirect Reports: Programme Manager

Supervises: Project Assistant

Domain: Project Implementation – WASH - Engineering /Technical

While this vacancy is open to both Internal and External Candidates, priority shall be given to the most qualified applicants. Please NOTE that only shortlisted candidates shall be contacted for Interview.

Only applications with completed and signed [PSEA self-declaration form](#) will be evaluated.

About Rhema Care.

Established in 2005 in Nigeria and after 15 years of successful operations and impacting lives, Rhema Care was also established in Cameroon in 2020. Rhema Care Integrated Development Centre is a faith-based, not-for-profit, non-governmental humanitarian and development agency established as a direct social response to the colossal challenges, critical needs, and gross inequalities created by abject poverty, illiteracy, injustices, diseases, disasters, conflicts and lack of opportunities plaguing the developing world in general and the African continent in particular.

Our Drive

Rhema Care is motivated by the love of God to serve humanity in great commitment to the great commission through a wholistic mission that combines social action with integral ministry and empowerment for the development of the total person. Over the past ten years, Rhema Care has worked in Nigeria to provide community-based interventions in Health, Education, Livelihoods and Protection amongst highly vulnerable populations and deprived communities.

Our Vision and Mission

We envision an equitable and inclusive society with sustainably empowered and transformed communities where everyone has dignity and enjoys a good quality of life.

Rhema Care pursues a **Mission** "to work with very vulnerable and excluded populations including women, children, and deprived communities to eliminate risks and vulnerabilities that threaten their rights to dignity, well-being, and livelihoods". We progressively achieve this through our community-centered, rights-based approach by **empowering** the most vulnerable to exercise their basic rights and maximize their potential for sustainable livelihoods; creating the necessary **enabling** environment for minimizing the vulnerability of the poor and improving their quality of life; and building partnerships through strategic **engagement** with other individuals and pro-poor partner institutions that share in our vision.

We are seeking qualified, self-motivated and result-oriented young people to join our team of engaged and professional members to continue in the humanitarian and development vocation. If this describes you, and you share in our values of Commitment and Care; Accountability and Action; Responsibility and Respect; Excellence and Equity; and are ready to imbibe our humanitarian mission in Cameroon, we need you in our team.

Overview of Role/Position.

The Programme Officer WASH Technician under the supervision of the Regional Coordinator and the Programme Manager, shall take charge of technical aspects of Emergency WASH and Community based water supply system and Hygiene promotion on behalf of the programme. His/her main roles and in consultation with the WASH Programme technical teams shall include; planning, implementation, (technical oversights), monitoring and evaluation of high-quality, innovative WASH projects.

The incumbent will be responsible for the effective daily technical implementation in the area of all project activities aiming to secure technical quality using direct supervision and management of construction, repairs and rehabilitation of WASH infrastructures, and chlorination activities according to project standards, protocols, and timelines. This includes regular supervision and monitoring of technical project activities in the field/communities of project implementation. Ensure linkage, synergies and complementation with other sectoral interventions, i.e. Education, protection, Food security and livelihood as well as proper coordination, consultation and information sharing with partner's communities and other stakeholders.

Core Functions / Responsibilities

Project Implementation

- 1. Develop, implement, and monitor the WASH projects, by multiple objectives, activities, and targets outlined within current donor proposals and in line with projects' budgets.*
- 2. Ensure that activities are appropriately monitored and evaluated and proposed amendments to WASH strategy, under the supervision of the Regional Coordinator and Programme Manager.*
- 3. Conduct initial and regular assessments of the WASH projects with the KOBO toolbox tools and activities outcomes according to the M&E plan.*
- 4. Work to strengthen implementation of WASH technical guidance and recommendations for program interventions in the field.*
- 5. Support the Regional Coordinator and PM to ensure that all of the WASH related activities are documented in line with donor requirements (including drafting and collecting minutes of the meeting, monitoring visit reports, agendas, attendance sheets for the events, creating photo documentation, case studies, etc.)*
- 6. Under the supervision of the Regional Coordinator and PM ensure that meeting action points and agreements are followed-up*
- 7. Develop and maintain effective and productive working relationships with key stakeholders.*
- 8. Report on performance and attend regular team meetings aimed at ensuring activities of the team members are coordinated and performed in a timely manner.*
- 9. In collaboration with the Programme Manager, participates in designing technical aspects of WASH projects and objectives for improved support to beneficiaries*
- 10. Preparing bidding documents, materials and technical work specifications.*

Monitoring and Reporting

- 11. Support project monitoring and evaluation, including support to data collection and analysis for the baseline study, other assessments, M&E and field data management.*
- 12. Provide support to the PM in monitoring project progress against programmatic and budgetary targets and performing monitoring visits, and reporting.*
- 13. Collecting inputs for donor and other reporting per request from Programme Manager and R.C*

Information and Database Management

14. Oversees the implementation of the database tools.
15. Ensures correct data protection procedures and filing.
16. Provides data to the database tools for the M&E of the water quality activities, with a special focus on bucket and batch chlorination of hand pumps and boreholes, and the monitoring of the residual free chlorine and other water quality parameters of potable water.

Technical Competencies

17. Experience in water quality testing protocol.
18. Ability to determine sanitation strategy in schools, health facilities and community contexts.
19. Knowledge in civil engineering and ability to do Bills of Quantities (BoQs) for WASH facilities such as latrines and showers and Boreholes.
20. Prepare Drawings using AutoCAD, Specifications, and Bills of Quantity (BoQs) in coordination with the project team.
21. Coordinate and manage Tender procedures, evaluations, and analysis of received bids for WASH facility rehabilitation works.
22. Prepare and write Contracts for rehabilitation works and ensure that Rhema Care policies, processes and local contract agreement clauses are respected.
23. Regular monitoring and inspection of the progress of ongoing WASH construction works, to ensure all activities are as per the design, specification and schedule.
24. Making regular follow-up visits to construction sites making recommendation to ensure that construction works are performed within the agreed deadlines.
25. Check delivery of materials, overall supervision of the construction sites and make sure that works are done according to technical specifications and corresponding in terms of quality.
26. Maintain proper records of all tests carried out to ensure quality compliance at construction sites.
27. Certify all payments after verification of work performed at sites in coordination with the Regional Coordinator and Programme Manager.
28. Attend site meetings at regular intervals and distribute minutes of meetings.
29. Advise on works that might eventually incur extra costs, on time (variations to the contracts, time, and cost, if any, shall be verified and an appropriate decision should be taken with the relevant Rhema Care project team)
30. Propose recommendations related to improvement of methods and quality of works.
31. Liaise with all relevant institutions to guarantee effective progress and conclusion of all construction on all sites including the defects liability period.

Capacity Building

32. Coordinates the capacity-building support to the WASH team, relevant local authorities, and community workers and community WASH Committees, as required by the project, particularly with the Local Authorities.
33. Provide technical support to WASH team members as needed.
34. Mobilize and conduct trainings to build capacities of staff and partners on WASH models.
35. Support capacity building of community WASH technicians/plumbers in basic WASH Facility maintenance and repairs

Reporting

36. Ensures monthly data analysis reports are submitted.
37. Upon completion of the assignment, submit the handover report.

38. *Contributes to donor reporting and other reporting requirements upon request.*

39. *Provide compiled WASH meeting minutes and reports to the Supervisor.*

Other Responsibilities

40. *Provide support to country programme wide strategic development efforts by carrying out assessments, gathering and compiling inputs from programme.*

41. *Attend coordination working group meetings as needed, ensuring that information and minutes from inter-agency meetings are shared with relevant colleagues.*

42. *Ensure Rhema Care and donor visibility in project activities is in line with Rhema Care and donor policies/requirements.*

43. *Ensure cross cutting themes are mainstreamed in all WASH projects.*

44. *Identify local level capacity needs and support capacity building activities for Rhema Care staff and partners to improve the quality of WASH programming.*

45. *Participate in development /adaption of training curriculum/manuals for implementation in the programme areas.*

46. *Perform other duties and responsibilities as assigned to ensure that goals and objectives of projects are met and to support Rhema Care programme implementation.*

47. *Contribute to project budgeting and financial management;*

Qualifications & Skills

Education:

- Minimum of Bachelor's degree in Environmental Health Sciences, Health Geology, Civil and Water Resources Engineering or related field from an accredited university or institute.
- Basic building and construction knowledge, and plumbing

Experience and Skills:

- Minimum of 3 years' experience working with WASH technical projects in a humanitarian /development contexts.
- Experienced with knowledge about WASH Fit, Designing for Behavioral Change and Sanitation Marketing models is **Highly Recommended**.
- A good track record to manage and coordinate diverse tasks and facilitate relationships among multiple parties.
- Must know emergency Water supply, Hygiene, Sanitation requirements, and protocols.
- Familiarity with international minimum standards of Hygiene, Sanitation, and shelter service delivery (i.e., SPHERE) is an advantage.
- Sensitivity to cultural differences and understanding of the political and ethical issues in the South West Region.
- Ability to work and effectively communicate across operations, program, and research teams
- Excellent written and verbal communication skills in English, including the ability to convey complex concepts in a clear and concise way to help stakeholders act on the information.
- Should be Knowledgeable in applicable local Languages and English, and knowledge of the rural communities in the project areas.
- Ability to work well in a team environment, and independently
- Organizational skills and attention to detail with excellent presentation skills
- Excellent knowledge of Microsoft Office Pack, outlook, and online Google Docs including online conferencing tools/platforms.

- Demonstrated deep commitment to humanitarian and development principles and interest in humanitarian work and supporting people affected by conflict.
- Previous experience working with communities in the South West will be an added advantage.
- Familiarity with AutoCAD Google and Google Earth is strongly desirable.
- Flexible to carryout field visits and other relevant travels to ensure project implementation is in line with prescribed requirements.

Behavioural Competencies

- Must be willing to work as a team member with a positive and constructive attitude, take direction, and share technical skills with colleagues and counterparts.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion, and loyalty.
- Strives for a supportive working environment and positive working relationships.
- Creates a respectful office environment free of harassment, and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).
- Ready to undertake all online relevant training and obtain the certificate in order to enhance capacity

How to Apply

Applicants should send their Updated CVs to hrm.cmr@rhemacare.org with the **Job Title and Location** as the subject line of their email.

Refer to the following link to access the PSEA Self-Declaration Form.

<https://rhemacare.org/wp-content/uploads/2024/03/Rhema-Care-Candidate-PSEA-Self-Declaration-Form-CMR-refillable.pdf> - English

NB***

We will collate CVs and conduct interviews simultaneously till the 13th of May 2024.

Female Candidates and Persons with Disability are strongly encouraged to apply.