Project Coordinator

- Responsible for all aspects of project management, implementation, coordination and monitoring in his/her field office.
- Responsible for managing field office resources, ensuring value for money and in accordance with SAFWCO policies and procedures; monitor and control the budgetary allocation and resource management through regular reviews.
- Coordinate with the district and local authorities, target communities/beneficiaries, and relevant partners, especially field staff in the implementation of activities and monitoring of progress against approved work plans as per standards set by the management.
- Participate in project-related forums and meetings with stakeholders and partners.
- Document and submit human interest stories, case studies, success stories, lessons learnt of activities under the project.
- Lead the baseline, end line and other impact and technical studies.
- Prepare and update work plans and budgets needed for the field activities on a regular basis in close coordination with the Program Manager (WASH) and ensure their timely submission.
- Supervise all activities and ensure beneficiaries list are prepared according to the work plan;
- Design and implement a quality assurance system to ensure quality in the process of project implementation and the projects outputs.
- Establish and implement an effective monitoring and reporting system, including creating a database of photo documentation of activities and completed works.
- Submit timely monthly and quarterly progress reports, ensuring the effective reporting system.
Social Mobilizer

- Conduct baseline surveys/assessments.
- Coordinate and mobilize communities on conducting focus group discussions in the target areas.
- Conduct research/assessment on Menstrual Hygiene Management.
- Conduct awareness sessions/walks in girl's schools/colleges/Maddarsas.
- Develop strong relationships with community leaders and engage diverse organizations, community leaders, and residents of the intervention areas.
- Lead the formation of Primary Groups, WASH Clubs, and WASH Committees in the community.
- Conduct Hygiene Promotion through CLTS/SLTS/WinS approaches.
- Launch BCC campaigns in the targeted areas.
- Ensure close coordination with technical teams and provide support in the implementation of project activities.
- Identify beneficiaries for and document success stories/case studies/human interest stories.
- Ensure adherence to UN-Habitat operational policies, procedures, and standards of conduct.
- Perform any other tasks as assigned by the supervisor(s).
Senior Engineer

- Provide engineering and technical support in revising existing water supply and sewerage system design specifications.
- Formulate required engineering specification and standards for water supply and sewerage infrastructure
- Assist water and sewerage department in reviewing water supply and sewerage system designs and engineering drawings
- Assist water and sewerage department in developing SOPs required for the water supply and sewerage service delivery.
- Provide technical and engineering support in upgrading existing water supply and sewerage infrastructure.
- Formulate standards and guidelines required for sewage treatment plants suitable for small island communities.
- Review and assess existing sewage treatment plants and assist in finding a solution for upgrading and modifying existing sewage treatment plants.
- Provision of technical input to the designs, procurement plans, tender documents and TORs that include feasibility study, design, implementation/construction, stakeholder involvement, quality control of project implementation.
- Provide engineering and technical support to ongoing community rainwater harvesting infrastructure
- Provision of technical inputs into the development of a baseline assessment on existing water and sewerage facilities in outer islands
- Provide hands-on support to the Project Manager, other project staff and the Department in the areas of project management and planning, management of site activities, regular monitoring of the project;
- Providing support and technical input to the design, implementation/construction, stakeholder involvement, quality control and risk management for Rainwater Harvesting methods, Groundwater Management, Water Desalination
- Providing support and technical input towards the design and revision of detailed work plans, related procurement plans, tender documents, TORs, implementation and review of project deliverables
- Formulate a framework and a mechanism to ensure material and equipment used in water supply and sewerage facilities comply regulatory standards
Training Coordinator

- Planning of trainings: Mapping out training strategies and assist the office with the building of training plans and schedules for all types of training requests and ensuring adequate budgets and funding.
- Coordinating with trainers, facilitators, trainings’ partners and training beneficiaries.
- Supporting trainers and facilitators in designing and developing training agendas and materials and ensure consistency of the training sessions with the organization’s objectives.
- Contribute to the choosing of appropriate training methods and materials.
- Management of trainings: Contribute to the facilitation of training workshops and sessions.
- Identify and contribute in the selection of trainers and facilitators.
- Design and develop concept notes of training sessions and TOR of trainers, facilitators and other consultants engaged for the training programmes.
- Develop and maintain good relations with training donors, develop and maintain collaboration and regular contact with training partners.
- Develop and maintain a database of facilitators and trainers for the office.
- Develop selection criteria for participation to trainings, identify and select the participants of training sessions.
- Prepare training cost estimates and manage trainings’ budgets.
- Manage all the logistics for the training sessions and support trainers in the delivery of training sessions through organization of necessary materials, facilities, equipment and refreshments.
- Assessment, Monitoring & Evaluation of trainings: develop and conduct needs assessments that determines what types of training should be provided for each target group.
- Collecting information, meetings with beneficiaries and partners, conducting needs assessment surveys.
- Maintain training attendance, rosters, records, and facilitator/attendee training materials.
Information Management Officer

- Implement and regularly update the Information Management Strategy and the Dissemination Plan for all information management.
- Design necessary data collection forms, ensuring that the purpose and use of data collected is clear and that questions are simple, clear and collectable.
- Organize and manage data input from data collection forms and conduct initial analysis of the data.
- Based on the data collected, conduct needs and gap identification for the relevant sector.
- Proactively gather information from relevant cluster partners, and other organizations.
- Organize and maintain data in accordance with the relevant data management protocols.
- Identify appropriate secondary data and information resources.
- Provide information management services to support population data management activities including population estimation, information flows from established systems, movement tracking, standard setting/promotion and dissemination.
- Participate in Cluster and inter-cluster meetings representing the deploying organization, and provide the necessary support in presenting the relevant data and information.
**Field Engineer**

- To carry out the selection, design and construction of water systems, using ground water or surface water, including abstraction, storage, treatment and distribution for new systems or rehabilitation of existing systems.
- To select, design and implement the most appropriate form of sanitation system, in consultation with the beneficiaries, which includes excreta disposal, refuse disposal, vector control and drainage.
- To liaise closely with the Social Mobilization Team throughout the planning, design and implementation stages of the Public Health Engineering Programme. Hygiene promotion is a vital element of such public health engineering programmes.
- To assess emergency needs, as requested, especially taking in the broader perspective of Public Health.
- The work will include management and administrative duties and co-ordination with other members of the project and with staff of other organizations.
- To report regularly, verbally and in writing to the Project Manager or Public Health Engineering Team Leader and to represent to other NGO’s, agencies and Government authorities where requested.
Monitoring Officer

- Collect all relevant data from field (WASH integrated activities).
- Collect all relevant data from all stakeholders (soft / hard copies)
- Sort and organize collected data (maps, reports, area of intervention) in folders / files.
- Write Minutes of Meetings after any relevant discussion with other stakeholders.
- Make sure assessment forms are dully filled by Assessment Team.
- Gather collected data in global reports, including a list of identified villages.
- Compiles and analyses the evaluation data.
- Under the Program requirement, fulfill an impact assessment of terminated or ongoing activities.
- Design and develop an Impact assessment reporting framework along with a complete package of basic monitoring and evaluation tools.
- Keep track of programme monitoring and evaluation schedules and works with field staff to design and implement monitoring and evaluation procedures.
- Ensure that all the staff members engaged in activities are trained and give them advice in participatory approaches.
- Conduct field visits (interviews, focus groups, site visits, surveys, secondary data collection) and collect and review documents as required in support of evaluations.
- As necessary, analyze data collected in the course of evaluations.
- Highlight for management major implementation issues that, if not addressed, could result in failure of program, which would, affect results of projects.
- Ensure that lessons learned during project interventions are shared with project staff.