



JOB VACANCY

SOLIDARITES INTERNATIONAL launches the external recruitment of a

BASE	Sittwe
POSITION	WATSAN Supervisor

PRESENTATION OF THE ORGANIZATION

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams - 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers - work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to find all forms of discrimination. SI will ever ask for any remuneration to take part in a recruitment process.

ABOUT MYANMAR MISSION

Solidarités International (SI) is operating in Myanmar since May 2008. SI's current programs in Myanmar include:

- Provision of life-saving and humanitarian assistance to families affected by violence in Rakhine State. This program is currently implemented in IDP camps, host and surroundings communities in Sittwe, and Pauktaw Townships.
- Emergency response to conflict-affected populations in Kachin State through an improved access to water, sanitation and hygiene as well as food security and livelihood activities.

Position : WatSan Supervisor

Desired Start date : June 2024
 Contract duration: 6 months
 Probation Period : 6 weeks
 Location: Sittwe

MISSION / OBJECTIVES

Under the supervision of the WATSAN PM, the WATSAN supervisor plans, implements and monitors WATSAN related activities in line with agreed work plans, strategies and methodologies. He/she provides full support and training to the water and sanitation team on assigned program activities and ensure that SOLIDARITES INTERNATIONAL recommendations and procedures are followed. He/She ensures that WATSAN activities are well executed and deliver quality results where appropriate, proposes adjustments or developments to ensure relevance.

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TASKS AND RESPONSIBILITIES

SETTING UP THE ACTIVITIES / CONTROL AND SUPERVISION

- Plan the weekly activities for his/her team and have them approved by the WASH PM
 - Plan human resources needs (daily workers, workers...)
 - Plan tools and material needs (request from stock)
 - Anticipate administrative issues (requests in advance)
 - Anticipate logistics issues (transport, communication means...)
- Organize and carry out, with his/her team, tasks assigned by the WASH PM
- Prioritize the activities based on field situation and resources available.
- Supervise and monitor each stage of activity.
- Ensure that standards and instructions given by the WASH PM, as well as Solidarités procedures, are understood by all employees under his/her line management and followed.
- Respect schedules and deadlines agreed upon with the WASH PM.
- Identify and report back any problems and constraints encountered during the course of the activities and suggest to the WASH PM ways of improvement/solutions on WATSAN activities
- Participate to all necessary needs assessment, follow the evolution of needs throughout project implementation, assess both positive and negative impacts of activities and propose relevant adjustments of project activities and work plan.
- Ensure quantitative and qualitative follow up of activities using management, monitoring and evaluation tools defined by WASH PM.
- Help data collection efforts and follow up WASH infrastructures activities in collaboration with the MEAL team
- Provide necessary and requested project information/data and support WASH PM on reporting.

LOGISTICS AND ADMINISTRATION

- Participate to the recruitment of his/her team, lead the induction, provide technical trainings on WATSAN activities, inform on strategies and methodologies to his/her team
- Ensure the appraisal of each staff under his/her direct line management is done effectively yearly as per SI's internal regulations.
- When recruiting daily workers, follow internal procedures and directives outlined by the WASH PM and as per SI's internal rules and regulations.
- Consolidate cash needs for weekly payment of daily workers and contractors, liaise with the WASH PM for cash supply and supervise the payment in compliance with SI rules.
- Anticipate and communicate logistics needs (transports, material...) to the WASH PM.
- Supports procurement and distribution of WATSAN materials on the field (follow up IOF, stock movements on the field, order of payments)
- Follow up the contracts related to programs under his/her supervision lead
- Ensure a constant communication with the logistic team to ensure smooth deliver of material on the field
- Ensures that the required WATSAN materials are in stock in each appropriate location in the field
- Enforce and ensure that safety procedures are followed by members of his/her team

REPORTING / COORDINATION / COMMUNICATION / REPRESENTATION

- Report every week to the WASH PM regarding progress on activities using the appropriate agreed format shared by the WASH PM
- Report to the WASH PM any information related to WATSAN activities and/or the security context or any event that may affect SI's activities or staff/beneficiaries' security
- Compile program follow up tools as well as sanitation and water officers' reports under his/her supervision to provide clear vision of the WATSAN activities' progress and provide a weekly written report to the WASH PM
- Regularly updates standard tools for the collection and monitoring of information under the supervision of the WASH PM.
- Under the responsibility of the WASH PM and the MEAL PM:
 - Participate in the analysis of data collected and draft MEAL reports providing technical inputs and knowledge of field context.

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- Ensure results of MEAL exercises done on the field (PDM, completion reports, satisfaction surveys...etc) are shared with each of his/her staff members and taken into consideration in future work done on the field, to use challenges and lessons learned to improve quality of implementation
 - Keep his/her monitoring tools and files safely archived in the Solidarités office, in respect to data protection policies and accessible to WASH PM.
 - Ensure all key project documents, including accountability means of verification such as beneficiary lists are scanned on a monthly basis as per SI's internal regulations and archiving policy.
 - Participates in Teams and General Meetings and any other meeting related activities' implementation and to project objectives upon request from the PM
- Establish and maintain good relations with the local communities benefiting from SI's activities and follow activities implemented by other organizations in Solidarités International's area of intervention in order to report any challenges faced to the PM.

ORGANIZATIONAL CHART POSITION

- Line manager: WATSAN Program Manager
- Supervision of: Water and Sanitation Officers

PROFILE FORSAKEN

Studies :

- Bachelor degree, preferable Civil, Sanitation, sanitation engineering, environmental science or Diploma in construction management or equivalent

Experience :

- 2 years' experience in a similar position
- 2 years' experience in I/NGOs

Technical Skills

- Basic knowledge of Design, Drawing and BOQ of WATSAN structures.
- Development of the construction work and resource plan, Skills and experience on safe construction management
- Maintenance of the WATSAN facilities, Organization and management of WASH services

Transversal Skills

- Able to work under pressure and intense environment during conflict and disaster
- Team Management and building Skill
- Good Reporting, communication skills and active listening

Language :

- Good in English is preferable

IT :

- Good command of Excel, Word, and PowerPoint

SI WILL OFFER YOU

Salary: 561 USD

Social benefits: SI Medical coverage, 12 days of Annual leaves, Public Holidays per year, yearly-ended bonus, Inpat Status (60 USD monthly allowance + Break flight ticket according to SI internal procedure).

Thank to send your application with a resume, cover letter, copy of diplomas, and work certificate, to SOLIDARITES INTERNATIONAL office at No. Ma Sa/280, Thet Ta Htar Na Street, Pyi Taw Thar Ward, Sittwe. or by email to rks.recruitment@solidarites-myanmar.org

Deadline for submitting applications: 10 May 2024 (Not later than 5 :00 PM)

Important to be considered, the position you want to apply for has to be specified on the envelope or as subject of your e-mail.

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Solidarites International reserves the right to select a candidate and finalize the recruitment before the final date.

Only short-listed candidates will be notified.

Solidarites International has a zero-tolerance policy on any kind of abuse, exploitation and fraud. Solidarites International expects full commitment of its employees with SI Charter, Code of Conduct including PSEA policy.