



**WASH Assistant**

**Date: 9<sup>th</sup> May 2024**

We are currently recruiting WASH Assistant, directly reporting to WASH Officer.

**This is a Lashio based position in Northern Shan State, under funded from BHA.**

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work.

We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently. This means we are unable to advertise the salary as it is dependent on the local job market of the staff member, we will inform shortlisted candidates of the salary range as part of the selection process.

#### **About Relief International**

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

#### **Job Profile**

Assist to WASH Officer on supervising and implementing the RI WASH Program activities in Northern Shan State, ensuring appropriate coordination with other program activities and sectors and provides guidance for the CSO/CBO and providing emergency WASH assistance to the temporary newly displacement in Northern Shan State. To assist Admin and Logistic Officer, related to monthly logistics report, and cash projection to the respective line management staffs.

To assist WASH Officer for arranging training, workshop and related events and preparing documents.

With technical support from WASH Officer, provide technical support to CBOs, CSOs and sub-grant partner organization.

#### **Your responsibilities will be:**

- Assist to the WASH Officer in implementation and monitoring of WASH activities, ensuring that activities are implemented in an appropriate and timely manner.
- In close cooperation with the WASH Officer and Humanitarian Program Coordinator, and assist to the supervisor to train CSOs/CBO on WASH and related topics, Sphere standard, assessment, data collection methods (FGD, KII etc.)
- Arranging training for CSO/CBO and community level.
- Hold community and inter-sector meetings to discuss cross-cutting WASH issues and ensure smooth coordinate with other agencies to provide effective responses and emergency WASH interventions.
- Improve and strengthen coordination of Relief International's work with the relevant government agencies, sectors and other WASH actors where appropriate.
- Provide information and advice to other sectors on needs and gaps of WASH and related assistances.
- Provide WASH Officer with regular detailed information regarding all WASH activities and support the monthly Report compilation.
- Develop monthly work plans and provide information to the Supervisor for preparing monthly reports.

- Ensure recognized international best practices and Relief International policies are applied in the work with beneficiaries and partners.
- Upon the request of the supervisor, represent the WASH program in external meetings.
- Prepare and submit financial and related documentation as required by RI policies.

### **About You**

You will bring the following experience and skills.

- Mandatory experience working in Community based programmes.
- Previous experience in health education and promotion is desirable.
- Substantial proven experience working in WASH sector in humanitarian field
- Extensive experience in working with local CSOs/CBO, communities affected by disasters and IDPs.
- Strong background and contribution in facilitating trainings, coaching and mentoring others
- Experience in both, development and humanitarian sector preferred
- Experience in representation and advocacy skills
- Familiarity with key international standards for humanitarian work (e.g. SPHERE Standards, WASH system strengthening, WASH policies, Humanitarian Principle, Humanitarian Code of Conduct)
- Fair command in English and Myanmar essential; knowledge of Shan and other ethnic languages an asset
- Bachelor degree in Social Work, Human Rights or other relevant field preferable

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

**How to apply :** To apply for this post, click on the "[link](#)" button in the job advert page and send to [hmmm@ri.org](mailto:hmmm@ri.org), quoting "**WASH Assistant-Lashio**" in the subject line. **Closing date: 23<sup>rd</sup> May 2024**

- You will be asked to upload a CV and Cover Letter.
- The cover letter should be at least one page, three references check person with current supervisor and explain why you are interested in this post with Relief International and how your skills and experience make you a good fit.

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.