



Job Vacancy Announcement

Action Contre La Faim-Myanmar

JVR202425

Senior WASH/DRR Officer

Sittwe

5 months with possible extension

Starting Date: As soon as possible

ACTION CONTRE LA FAIM (ACF): For almost 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and work with their communities before and after the disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities. We constantly search for more effective solutions, while sharing our knowledge and expertise with the world. We push for long-term change. We will never give up until the world is free from hunger. Since 1994, ACF-Myanmar has been assisting vulnerable populations in the Republic of the Union of Myanmar.

As an international humanitarian organization involved in emergency programs, all **ACF staff have to be available at any time in order to respond to any emergency work, should the need arise.**

All employees and representatives of Action Contre la Faim uphold and promote the highest standards of ethical and professional conduct at all times, and abide by the organization's policies, including the policies on Gender equality, Safeguarding and Protection from Sexual Exploitation and Abuse.

GENERAL ASSIGNMENT:

To organize and monitor in the implementation of WASH/DRR projects and closely supervise in data management related with WASH/DRR activities and water quality testing.

TASKS & RESPONSIBILITIES

Objective 1: Organize and supervise WASH/DRR Program

- Support the WASH/DRR team in conducting the baseline/midline/endline survey (e.g. Knowledge, Attitudes and Practices) including field level coordination, data collection, analysis, and report writing;
- Support PM/DyPM and other team members in the planning and implementation of the various components of the project cycle (needs assessments, project design, activities orientation, monitoring)
- Coordinate with relevant stakeholders and facilitate the implementation of WASH/DRR activities
- Support PM/DyPM in the project's global performance: impact, relevance, consistency, effectiveness, efficiency, sustainability, coherence, kinds and covered groups.
- Ensure the project's external representation if assigned by supervisors.
- Participate in defining the approach to donors/ local institutional partners/ and orienting the project.

Objective 2: Monitor the implementation of community-level WASH/DRR activities providing in Water Quality Monitoring

- Establish and maintain good coordination and working relationship with local authorities, community members and other relevant stakeholders in the concerned intervention area;
- Monitor and supervise WASH/DRR team in the implementation of all WASH/DRR programme activities (hardware, software, water quality, DRR)
- Support PM/DyPM in the planning of WASH/DRR activities according to the agreed/approved work plan of the programme



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- Ensure the performing water quality monitoring, water quality testing including Arsenic test, physical, chemical, biological and prepare the relevant data in the sample collection form in collaboration with WASH/DRR Officers.
- Assist the Deputy WASH Program Manager with water quality monitoring and dissemination of water quality results and procuring the consumables and stock updating.
- Support reports, analysis the results and share the relevant data of water quality monitoring to supervisors and team members and archive
- Follow-up the water quality testing frequently and share to relevant stakeholders and other international organizations.
- Perform the cleaning and minor maintenance of equipment in Laboratory room.
- Apply hygiene and safety protocols doing daily cleaning and maintenance, sterilization, washing the equipment after procedures are done and dispose systematically.
- Update and check the stock and storage condition follow-up and keep inventory
- Report all relevant information linked to the activity in the laboratory to the line manager, especially the loss/robbery/damage of laboratory equipment or medicines.
- Perform minor maintenance and cleaning of the biomedical equipment following user manual and protocols. Alerting the supervisor in case of malfunctioning of any device.
- Perform any other relevant tasks assigned by his /her supervisor as necessary
- According to ACF prescription, preparing and performing water quality tests with appropriate techniques and following ACF protocols and procedures and WASH cluster guidelines.

Objective 3: Support the development of Data Quality Management related with WASH/DRR Program

- Contribute in the development of monthly activity progress report, internal report and external report.
- Support PM/DyPM in the preparation of Terms of Reference for baseline/midline/endline survey and in the development of questionnaires related with WASH/DRR.
- Support DyPM in the development of data template based on the requirement of project indicators/logical framework and contribute in the preparation of indicator measurement plan.
- In collaboration with MEAL team, support to update weekly project database and share the updated data.
- Ensure data from assessments are stored in a useful manner and that all technical data is well organized and easily accessible.
- Provides training on data management cycle to WASH/DRR teams if needed.
- Organize in data filing system by respecting data privacy and supervise WASH/DRR Assistants in field data collection
- Conduct regular field visit for data validation and monitor program activities together with DyPM/PM.
- Perform in improvement of data quality and data management system.
- Provide support and inputs to the development of internal and external document requirements when necessary; and,
- Provide assistance for translation work when necessary.



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Objective 4: Contribute to project management requirements

- Participate in facilitating the target communities to establish WASH management committees/Village Disaster Management Committee including facilitation of formation meetings.
- Provide the necessary documents to train WASH/DRR Committee/WASH volunteers.
- Support to the implementation of the monitoring and evaluation system;
- Support to meet regularly to monitor progress, give guidance, and monitor construction of infrastructure in collaboration with Senior Engineers if assigned by supervisor.
- Provide proactive of issues and gaps, including contextual concerns, propose feasible solutions, and implement recommendations;
- Participate in capacity-building activities for the WASH/DRR team at field and consortium levels, and effectively cascade learnings to the WASH/DRR Assistants
- Provide technical support through coaching and mentoring of the WASH/DRR Assistants; and,
- Contribute to the functionality of the feedback mechanism within the WASH/DRR team.
- Follow up the work need to be finished as monthly basis
- Scan all related project documents and organize in data archiving system.

Demonstrate personal commitment in promoting Gender Equality/ ACF Gender Minimum Standards and Safeguarding

- Demonstrate personal commitment in promoting Gender Equality and ACF Gender Minimum Standards within the humanitarian and/or development work.
- Promote and ensure to follow safeguarding policy within the humanitarian and/or development work

DEGREE AND SKILLS REQUIRED

- University degree/Diploma/Bachelor Degree in any related fields with Civil Engineering, Hydro Engineering, Chemical Engineering, Public Health, Social Science, Political Science, Development Studies
- Minimum 3 years of work experience in water quality monitoring, data management and experience in training for water quality testing, WASH/DRR knowledge, development or humanitarian projects in UN/INGOs/NGOs;
- Good knowledge on WASH/DRR issues, and familiarity in using WASH/DRR tools/equipment
- Good knowledge of project cycle management (PCM) tools
- Strong computer knowledge (Word, Excel, PowerPoint) demanded
- Good analytical, organizational and planning skills related with WASH/DRR
- Good team management, community organizing, strong facilitation skills and training skills
- Good communication (including speaking and writing in local and English languages), interpersonal, and coordination skills;
- Knowledge of Sphere Standards - Personal commitment in promoting Gender Equality is appreciated.
- Strong motivation to be located in the intervention area and ability to maintain positive attitude on work even under pressure
- Willingness to comply with organization policies in a conflict context
- Knowledge of WASH/DRR issues in a conflict context and work experience in the intervention area are advantages
- Willingness and interest to work in village level/community level



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- Knowledge in WASH/DRR (hardware and software) is an asset
- Previous experience with ACF is an asset
- Knowledge of Rakhine local languages appreciated

HOW TO APPLY

If you feel confident for this position please send your letter of application together with updated Curriculum Vitae including 2 references (references will be checked).

To:

ACF Sittwe Office: No 72, Sittwe Hotel Street, West Sanpya Quarter, Sittwe, Rakhine State.

ACF Yangon Office: No.99/F (3), U Aung Kain Street, Than Lwin Road, Bahan Township, Yangon.

Via an email: recruitment@mm-actioncontrelafaim.org

CLOSING OF APPLICATION: 12th July 2024, Friday (5:00 PM)

- Only complete files will be considered. Do not enclose any original document with your application, as they will not be returned to you.
- Only short-listed candidates will be contacted by Action Contre la Faim.
- Women are strongly encourage to apply.