

**CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION**

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

JOB TITLE: Field Officer
DEPARTMENT/PROJECT: Nyanza Healthy Water (SWS-Project)
SUPERVISOR: Project Officer
LOCATION/DUTY STATION: Kisumu and Busia
DATE OF EMPLOYMENT: February 2019
GRADE: E

JOB SCORE:

CARE has a commitment to gender, equity and diversity in our workplace and operations. CARE respects and values diversity and does not discriminate on the basis of race, sex, gender identity, sexuality, ethnicity, age, disability, religion or politics. This is reflected in our recruitment decisions which are made entirely through a transparent, merit-based selection process. All CARE staff are required to comply with the Code of Conduct and Prevention of Sexual Exploitation and Abuse (PSEA) policies. CARE is committed to protecting the rights of the communities whom we serve, and therefore reserves the right to conduct background checks and other screening procedures to ensure a safe, dignified work environment

JOB SUMMARY & PURPOSE

The Field Officer shall report to the Project Officer and will be responsible for all project mobilization, planning, and implementation and monitoring of Safe Water System and hygiene activities in selected schools, Early Childhood Development (EDC) Centres and health facilities of Kisumu and Busia County. The project is focusing on improving quality of water at point of use in health facilities, schools and ECD centres. Through this approach, clients visiting Maternal Child Health and Family Planning clinic, those seeking Prevention of Mother to Child Transmission of HIV services and Patient Support Centres, pupil and households will receive P&G Purifier of Water supplies to treat their water. Hygiene education in relation to hand washing will be promoted among the clients and beneficiaries through these structures including community strategy. The field officer will take part in research on SAA and community governance trainings.

Tasks and responsibilities.

R 1: Personnel, Management and Administration:

- Task 1:** Administer/maintain assigned motorcycle, computer and any other CARE properties assigned to you.
Task 2: Manage, utilize and account appropriately project finances under your custody i.e. project advances and TER.

R 2: Project Development and Implementation:

- Task 1:** Strengthening and supporting the existing health facilities in the project sites of respective Counties County.

- Task 2:** Advice and support the schools administration on technical approaches and options of SWS interventions and linkages to SWS service providers.
- Task 3:** Coordinate and liaise with GOK divisional or district heads of departments relating to health facilities and schools water, sanitation and hygiene to strengthen collaboration.
- Task 4:** Enhance teamwork and synergy among and between SWS, other CARE staff as well as other stakeholders.
- Task 5:** Assist the Project Officer/Manager in designing and development of training programmes, visual aids, participatory tools and other IEC materials.
- Task 6:** Assist the Project Officer/Manager in planning, coordinating and implementation of training of health workers, key ministry staff, partners, teachers and community health workers.
- Task 7:** Participate in relevant networking forums and other CARE organized functions.
- Task 8:** Submit monthly updates, quarterly, biannual and annual reports to the Project Officer/Manager.
- Task 9:** Monitor and compile inventory of SWS supplies i.e. distribution of P&G purifier of water sachets, hand-washing facilities, drinking water vessels and metal stands to schools and health facilities.
- Task 10:** Train Ministries of Education, Health and other relevant partners' technical staff on water treatment, improved water storage system and behaviour change technique.
- Task 11:** Monitor trends of absenteeism in schools through school register by term and facilitate forward feed and back feed.
- Task 12:** Monitor and evaluate the adherence and adoption of the SWS intervention in schools, health facilities and households.
- Task 13:** Assist in rolling out innovations that the project will have identify

R.3 Program Quality and Learning

- Task 1:** Proactively engage in CARE Kenya knowledge and learning activities in line with the organization's objective of becoming a learning organization (CARE academy, mentorship program, learning days, knowledge sharing workshops, support staff field visits, etc).
- Task 2:** Set at least one individual operating plan (IOP) to contribute to accountability and knowledge management in CARE
- Task 3:** Assist the Project Officer in data collection/research issues
- Task 4:** Contribute to writing of human interests stories and case studies

R4: Other Responsibilities

- Task: 4.1** perform any other duties as may be deemed relevant and necessary by the Project Manager.

AUTHORITY:

1. **Spending Authority:** N/A
2. **Supervision:** Project participants involved with direct implementation such as teachers, health workers and community health volunteers.

CONTACTS/KEY RELATIONSHIPS (internal & external):

Develop cordial contact and relationship with all CARE staff in the region and elsewhere and GOK (Ministries of Education, Health Services, Water and Irrigation, Public Health and Sanitation and Provincial Administration etc) and other NGOs.

WORKING CONDITIONS:

90% time in the field within the assigned area of work.

QUALIFICATIONS:

1. **Education:** Degree in Environmental Health/Public Health/Community Health.

2. **Experience:**

- 3 years minimum experience in implementing community based health programmes including point of use water treatment and public health programme in general.
- Good communication skills and experience in participatory methodologies.
- Innovation, motivation and able to work with minimal supervision.
- TOF/ TOT experience.

3. **Certificate:** Research Methods

4. **Competencies:**

- Experience on water, sanitation and hygiene sector
- Computer literate (Microsoft office)
- Knowledge on behavior change technique.
- Ability to ride a motorcycle a must
- Excellent communication, report writing and interpersonal skills with high integrity,
- Team player and reliable,
- Good analytical and problem solving skills,
- Results oriented with ability to work well under pressure with minimum supervision while undertaking multiple tasks,
- Dedicated to maintaining high quality standards,
- Industrious with innovative and creative skills.
- Innovative

Employee Signature:

Date:

Supervisor Signature:

Date: