

CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

JOB TITLE: WASH Committees Facilitation officer

DEPARTMENT/PROJECT: WASH/RAP

SUPERVISOR: WASH Coordinator

LOCATION/DUTY STATION: Dadaab (Dagahaley and Ifo camps)

DATE OF EMPLOYMENT:

GRADE: F B 2

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.

I: JOB SUMMARY

Reporting to the WASH coordinator, the WASH committees facilitation Officer will be responsible for capacity building of WASH committees and improvement of the WASH committees' governance structures. S/he will also work closely with other WASH sub units to carry out management and training needs assessment.

II: RESPONSIBILITIES AND TASKS

R1: Strengthen and support community based structures for WASH in the camps

- 1.1 Advice and support the WASH committees and the sector on approaches for improving ownership, management and beneficiary participation in WASH activities.
- 1.2 Train refugee staff, WASH committees and other relevant stakeholders/partners on WASH.

- 1.3 Monitor and evaluate the participation, ownership and inclusiveness of refugees in decision making in WASH and assessment activities related to the project.
- 1.4 Guide the WASH sector in the design and development of information, education and communication materials.

R2: Promote Effective supervision and collaboration among staff and communities

- 2.1 Work with WASH team to promote co-operation and coordination as well as promoting effective supervision.
- 2.2 Guiding the refugee staffs in planning and execution of facilitation activities.
- 2.3 Perform office and staff administration work including organizing and holding regular staff meetings and briefings with the supervisees.
- 2.4 Promote continuous involvement of the refugee community in sector work and assist community in addressing WASH related issues emerging from the blocks
- 2.5 Serve as liaison person during joint interventions between the community CARE, UNHCR, GOK and other NGOs.

R3: Capacity Building and Reporting

- 3.1 Carry out training need assessment for the WASH committees facilitators/hygiene promoters/WASH committees and utilize the findings to develop training manuals/packages
- 3.2 Identify own training needs and share with supervisor for necessary support where possible.
- 3.3 Prepare weekly, monthly and quarterly activity reports and submit to the supervisor.

III: AUTHORITY

Spending Authority: N/A

Supervision: Refugee Workers (WASH committees facilitators)

Decision Making: makes limited decisions within prescribed standards .

IV: CONTACTS/KEY RELATIONSHIPS

External:Limited to Camp level;UNHCR, NRC, NCKK, Community Leaders, DRA

Internal: Administration, logistics, WASH staff.

V: WORKING CONDITIONS:

The position is based in Dadaab (Ifo or Dagahaley camp) as well as any other extension camps and other program sites. This is a non-family work station. Hot weather is prevalent throughout the year with limited basic amenities. Road movement between the work station and Garissa as well as inter-camp movement must be under police escort (scheduled convoys), with strict adherence to safety and security instructions all the time. It is a six days work station with a compensatory time off according to CTO policy.

The incumbent shall reside in the CARE compound while executing official duties and shall obey and adhere to residential compound regulations.

VI: QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

Education: Bachelor's degree in social sciences 3 years of working experience.
Diploma holders in any development discipline with 5 years of relevant work experience will be considered

Certificate: Certificate in Project Cycle Management

Competencies

- Good communication skills and experience in participatory methodologies.
- Innovative, motivated and able to work with minimal supervision.
- TOT or TOF certificate
- Working experience in water, sanitation and hygiene sector will be an added advantage.
- Proficient in Microsoft Suite.
- Knowledge on behaviour change techniques

Employee Signature _____ Date: _____

Supervisor's Name & Signature _____ Date: _____