Job Description
Regional Coordination Specialist – WaterAid, East Africa Region
WaterAid is an international not-for-profit, determined to make clean water, decent toilets and good hygiene normal for everyone, everywhere within a generation.

Since we started in 1981, we’ve remained resolutely focused on tackling these three essentials that transform people’s lives

Without all three, people can’t live dignified, healthy lives. With all three, they can unlock their potential, break free from poverty, and change their lives for good. Children grow up healthy and strong, women and men get to earn a living, whole communities start to thrive.

WaterAid is fully committed to protecting those with whom it comes into contact. WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, or exploitation of any kind. The safeguarding of the communities in which we work, our staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. We are passionately committed to WaterAid being an organisation where everyone is welcome, respected, included and empowered to be their best. We represent and celebrate the diversity of our staff, partners and everyone with whom we work to create a culture where everyone can reach their full potential. All staff and volunteers are required to share in this commitment through our Global Code of Conduct.

We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

WaterAid will carry out disclosure checks for roles that involve direct contact with children and vulnerable adults. Applicants are required to provide details of convictions that, in other circumstances, would be considered spent. For more information about safeguarding at WaterAid, please visit our safeguarding webpage at: https://www.wateraid.org/uk/safeguarding-at-wateraid
About the role

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<tr>
<th>Job Designation</th>
<th>Regional Coordination Specialist, East Africa</th>
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<tbody>
<tr>
<td>Grade</td>
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<td>Location</td>
<td>Any WaterAid country office in Rwanda, Tanzania, Ethiopia and Uganda.</td>
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<td>Job Objective/Purpose</td>
<td>Offer support to WaterAid East Africa Region in the day-to-day management of Administration, logistics and HR administration. This role is expected to travel strategically each year as a regional staff.</td>
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<td>Report To</td>
<td>Regional Director with matrix support to Regional Finance Coordinator, and Regional People Lead.</td>
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<td>Direct Report (S)</td>
<td>None</td>
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<td>Travel</td>
<td>Within and out of Region</td>
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Responsibilities

Operational and Logistics

- Manage all Regional Team (RT) logistical activities, including flights booking, hotel reservations, meeting coordination, etc. ensuring efficiency and compliance with organizational policies;
- Provide administrative support to the RT and Regional Leadership Team (RLT) for high level confidential meetings as and when required;
- Support in organizing of the Regional Director’s calendar, ensuring an efficient flow of activities on a regular basis;
- Ensure the entire portfolio of the RT members’ insurance is well managed and up to date. This includes health insurance, group personal accident insurance, life insurance, etc. (as per the members’ benefit). You shall also ensure that all the RT’s mobile office equipment are well insured and are in good condition for use. Such equipment includes (but not limited to) laptops and mobile phones;
- Manage office equipment, infrastructure and other required items to ensure a well-running office;
- Monitor wear and tear of office equipment/assets and advice way forward on the obsolete and/or non-functioning equipment/assets.
Coordinate and facilitate the procurement/purchase of goods & services and act as the focal person to the RT’s service providers;

Manage the day-to-day communication with service providers;

Manage a preferred suppliers list, ensuring it is timely updated as required and ensure service providers’ contracts are timely renewed;

Create and update databases and records for the RT’s consultants and other data necessary to support the RT’s operations;

Support in the designing and implementing office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments as required;

Support in streamlining of processes within the RT, ensuring the team works as efficient as possible;

Support to facilitate communication between the RT, Country Programmes and beyond within and outside the organization;

Manage the RT’s documentation, ensuring proper filing of the RT’s information is effectively done;

Process suppliers’ payments, follow up with finance department to check status of all requested payments and communicate proof of payment to the suppliers.

Check, read and provide updates/redirect the incoming communication to the targeted recipient(s) on the incoming communications.

Work closely with IT outsourced companies, WaterAid IT staff on all aspects related to IT support;

Undertake other duties commensurate with the post and as assigned by your line manager to ensure the smooth operation of the responsibilities at the East Africa Regional office.

Check internet connectivity, mobile technology and other related issues and report to the service provider in attempt to resolve any connectivity issues;

Keep updated asset register for the Regional Team and advise on management actions including asset replacement.

**People and Organizational Development**

Support in the Regional People Lead on People and OD related matters, including (but not limited to) employees’ capacity building, shortlisting & recruitment, contract management, performance management and general staff well-being;

Achieve financial objectives by supporting in the preparation of the RT’s People and OD annual budget, scheduling of expenditures, analysing variances, and initiating corrective actions as necessary;

Contribute to the safeguarding, safety and inclusion of the RT members based in the Country Programmes across the region in collaboration with the Regional and CP People Lead.
Support on the processing and renewal of official migration documents including travel and residence visa, work permit and other as required for expatriate staff.

**Person**

**Functional/Technical Competencies**

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<tr>
<th>Planning and organising</th>
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<td>Relationship building</td>
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<tr>
<td>Problem solving and decision making</td>
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<td>Negotiation</td>
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<td>Basic office equipment maintenance</td>
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<td>Microsoft Office usage</td>
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<td>Fluent in English Language and Writing</td>
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**Job Specifications**

**Minimum Job Qualifications Requirement (Academic, training, languages, etc.)**

- Degree or Post graduate degree in Business Administration/Human Resources/Procurement and logistics
- Knowledge of office administration and management
- Knowledge of air ticketing, immigration rules, training and workshop venues, office cleanliness, hygiene, gardening and ground keeping
- Experience in procurement and logistics administration.
- Highly organized, comfortable with responsibility, have sound judgment, excellent organizational and analytical skills, initiate work plans and deliver effectively to deadlines
- Secretarial and Computer Skills in MS Windows, Word, Excel, Internet explorer, Microsoft outlook and preferably knowledge of Computer Networking.

**How to Apply**

If you are interested in the position and have the right skills and attributes, send your application by completing our job application form found below and send it to [EArecreuitsments@wateraid.org](mailto:EArecreuitsments@wateraid.org) stating WAEAR RCS in the subject line.

Click on ‘Apply’ to download the job application form

**Application Deadline:** 24th August 2023.
WaterAid is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Women are strongly encouraged to apply.

Only candidates shortlisted for interviewing will be contacted within two weeks of the closing date for applications.

No recruitment agencies please.