Technical Officer

| Reports to: | Head of Programmes-WASH Technical Advisor |
| Location: | Lilongwe, with extensive travel within Malawi |
| Department | Programmes |
| Grade | D |
| Report relationships | SEI, SHAP& SDP Programme Managers |
| Relationships in broader WA | Regional Technical Advisor |
| | Regional Programme Manager |
| | Technical staff in other CPs |
| Contract Type | Open |

**Role Purpose**

The Technical Officer (TO) is WaterAid Malawi’s frontline technical person providing civil engineering expertise in designing, developing, and constructing inclusive and sustainable WASH infrastructure. The TO will ensure quality supervision and monitoring of works and instituting sustainable operation and maintenance approaches in liaison with key stakeholders. The TO is responsible for enhancing the scale and quality of WaterAid’s programmes promoting WaterAid's values, principles, and philosophy. The TO will lead in supporting partners in ensuring efficient, effective delivery of WASH infrastructure development according to quality standards in construction that adheres to value for money principles. The TO will collaborate closely with the WASH Technical Advisor and Programme Managers and or designated technical specialists within the Programmes Team.

**Accountabilities and Responsibilities**

**Technical Support**

- Lead in the development and review of technical designs, bill of quantities and other procurement and contract management documents and processes for WASH construction works to ensure that all infrastructure is implemented in line with WaterAid technical design specifications and national standards.
- Incorporate issues of equity and inclusion in the planning, design and implementation of WASH facilities and activities.
- Conduct technical feasibility studies, detailed technical and environmental impact and sustainability assessments of identified programme areas and provide recommendations to WaterAid and partners on construction technologies and operational management solutions.
- Lead in contract administration, including validation of measured quantities and overall financial management.
- Support partner organisations to ensure that the quality of works delivered in WaterAid supported water, sanitation, and hygiene projects and programmes is of
a high standard and meets the relevant Government of Malawi and internationally recommended standards and WaterAid Quality Programme Standards.

- Ensure that all WaterAid supported work embodies a life cycle approach in delivering WASH infrastructure at project and programme levels.
- Ensures that all construction works undertaken in the Country Programme adhere to donor contract requirements, WaterAid Quality Programme Standards and or where applicable, National Standards and Health & Safety guidelines and policies.
- Undertake other professional activities as may be reasonably requested by management from time to time.

Capacity Building

- Define capacity needs of partners at the operational level in a participatory manner and identify and implement adequate systematic solutions.
- In liaison with the WASH Technical advisor, design and implement training programmes appropriate to these needs and ensure that partners' staff develop the requisite capacity to implement planned activities consistent with WaterAid's values and principle approaches.
- Support the development of sustained community management and operation and maintenance capacity, including developing simplified training materials and manuals for WASH community institutions and partners.
- Ensures that partners adhere to and enforce health and safety standards and can manage associated risks in all civil works undertaken with WaterAid's support.
- Ensures that partners adhere to WaterAid's water quality policy and recommend corrective measures if needed.

Monitoring, Evaluation and Learning

- Conduct construction supervision, quality monitoring and overall project progress monitoring.
- Conducts regular and on-demand monitoring and support visits to partners to ensure consistency, quality and minimum standards are upheld in the implementation of WASH projects.
- Support and guide the continuous analysis, adaptation and documentation of key WaterAid WASH experiences and ensures that lessons learnt from programme monitoring are incorporated into implementation approaches and contribute to learning and lead to scalable and sustainable interventions and are shared within WaterAid and within key external communities and networks.
- Contributes toward WaterAid's country-led reporting processes, including Planning, Monitoring, Evaluation and Reporting (PMER) core procedures.
- Periodically review the quality of technical delivery, and provide advice to managers at the country level and partners on challenges, including proposals for remedial action;
- Follows up on the risk critical quality standards such as water quality testing and other recommendations of country programme evaluations and technical assessments and ensures strict implementation of the findings and realignment of the design of our programmes using these outcomes;
Job description

Finance and Reporting:
• Takes an active part in the annual planning and budgeting processes, ensuring realistic programme budgets for construction works and WASH infrastructure
• Provides technical quality reports where required

Specific Context
Willing and able to travel, predominantly to WaterAid and partner locations within the Country Programme.

Experience and Technical Skills
• Bachelor’s Degree in Civil Engineering or Quantity Surveying, Water Resources Management, Water and Sanitation Engineering or equivalent.
• Minimum three (3) years of experience leading designing, implementing, and construction supervision of WASH facilities in multiple settings, including rural and urban areas.
• Proven experience in managing WASH contracts, including procurement processes and monitoring the quality of implementation;
• Experience in managing technical experts, including outsourced services
• Experience in coordinating various stakeholders such as communities, government bodies, and private operators to ensure adequate ongoing water, sanitation and hygiene infrastructure management;
• Excellent written and verbal communication skills with the ability to work in both English and Chichewa;
• Intermediate to expert skills in Microsoft Office (specifically Word, Excel and PowerPoint) and infrastructure design applications
• Demonstrated ability to undertake and direct high quality rural/urban WASH projects;
• Proven experience in building the capacity of staff and partner organisations, especially CSO's and government;
• Planning and organising skills and the ability to prioritise;