



VACANCY ANNOUNCEMENT

WaterAid is an international development organization that is working to transform the lives of vulnerable communities with safe water, sanitation and hygiene (WASH). WaterAid's vision is of a world where everyone has access to safe water, sanitation and hygiene. We believe that sustainable development cannot be achieved in Malawi without the attainment of rights to WASH for all. By 2030, we want everyone in Malawi to have clean water, decent sanitation and good hygiene.

Do you want to be part of the team that will make this change happen?

WaterAid is looking for an experienced individual to play a vital role in contributing towards our mission to transform lives with safe water, sanitation and hygiene in Malawi's unserved communities.

TEMPORARY HYGIENE OFFICER (THO)

Job Purpose

Reporting to the Hygiene Behaviour Change Specialist, the Temporary Hygiene Officer will perform day-to-day implementation of projects' hygiene activities aimed at promoting hygiene behaviours for target beneficiaries in institutions and communities where WaterAid Malawi (WAMA) works. He/she will ensure that project hygiene activities are implemented in an effective and efficient manner, ensuring value for money in line with WaterAid's programme quality standards and donor requirements.

The THO will take the lead in ensuring efficient and effective planning, designing, implementation, monitoring and evaluation of hygiene behaviour change interventions. The THO will also be responsible for administration arising from the WaterAid programme.

Key roles and responsibilities include:

Programme Planning, Implementation and Reporting

- Participate in planning, implementation, and monitoring of HBC project activities to achieve their set objectives.
- Facilitate the implementation of the hygiene behaviour change campaign at community and institution level in close collaboration with partners and all relevant stakeholders including Government departments to achieve set objectives and targets.
- Work closely with Programme partners and relevant government departments at district level, civil society organisations and community teams to ensure effective coordination and quality delivery of hygiene interventions in line with donor and WAMA standards.

- In collaboration with district stakeholders undertake community mobilisation and sensitisation on project delivery to ensure their full participation as well as adherence to safeguarding policies.
- With support from WAMA Hygiene Specialist, monitor and supervise all hygiene behaviour change activities planned under the project ensuring adherence to the package design and supporting target beneficiaries to effectively participate in monitoring and supervision of the same.
- With support from WAMA Hygiene Specialist, facilitate review meetings and capacity building sessions for hygiene promoters on HBC interventions and sustainability planning and monitor and support their performance.
- Working with the Communications Specialist and assisting in documenting project results and impacts in various forms, including media stories, lessons learned, case studies, client satisfaction, and other areas
- Compile activity and monthly reports and submit to Hygiene Specialist
- Ensure that all project documents are well maintained
- Work in collaboration with partners staff to ensure coordinated delivery of interventions at community and district level
- Contribute content and where applicable take part in WA's engagement with regional and country programme advocacy priorities.
- Carry out other WaterAid's assignments as may be required and as directed by the HBC Specialist and other WaterAid's staff from time to time at the country office.

Partnership Management

- Take part in periodic review meetings with relevant stakeholders on a regular basis to address partnership or emerging implementation challenges and strengthen the partnerships.
- Develop relationships and build alliances within and across sectors within the geographical designation.
- Representing WaterAid in relevant forums

Grants management

- Ensure that project activity implementation is in line with the grant provisions
- Ensure timely reporting of any emerging risks to project implementation to the Hygiene specialist and project manager
- Ensure submission of quality reports to the Hygiene specialist on all project implementation

Monitoring, Evaluation & Reporting and Learning

- Take part in monitoring of hygiene interventions (technical and financial) in line with WaterAid monitoring standards and M&E frameworks
- Ensure that all project Sanitation and Hygiene Advancement programme (SHAP) data is uploaded into WaterAid's online platforms in a timely manner paying due attention to data quality
- Participate in and contribute content to PMER core procedures and processes
- Contribute towards the development of learning materials from the project and profiling of WA interventions in the project area

To be successful, you'll need:

- A Bachelor's Degree in Development Studies or Communication for development or Public Health or environmental health from a recognized University.
- Strong knowledge and skills in developing social and behaviour change communication packages.
- A minimum of 3 years' experience in implementing and monitoring SBCC interventions at institutional, community and district level
- Excellent community mobilisation skills and ability to engage with stakeholders at multiple levels
- Good spoken and written English and good knowledge of at least one local language in the implementation area
- A self-starter, possessing a strong work ethic and able to work collaboratively to achieve joint goals
- Strong computer skills and ability to work with online platforms including the use of android phones to upload data
- In-depth knowledge of community dynamics and participatory facilitation and training techniques.
- Ability to work collaboratively across organisations and to work as part of a team
- Ability to communicate effectively in both written and spoken English.

How to apply

Interested applicants should send their current CV with names of their three most recent referees and a motivation letter.

Email: recruitmentmw@wateraid.org by 17th August 2022.

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, abuse, harassment, or exploitation of any kind. The safeguarding of our beneficiaries, staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our [Global Code of Conduct](#).