Job Title: Hygiene Officer
Length of Contract: 36 months (fixed term)
Location: Ntchisi District, Malawi
Reporting to: WASH for Public Health Programme Manager

Description of key roles & responsibilities

The overall responsibility of the Hygiene Officer is to conduct the day-to-day implementation of projects’ hygiene activities aimed at promoting hygiene behaviours among target beneficiaries in institutions and communities where WaterAid Malawi works. He/she will ensure that project hygiene activities are implemented in a timely and efficient manner to ensure value for money in line with WaterAid’s programme quality standards and donor requirements. The Hygiene Officer will take the lead in ensuring efficient and effective planning, designing, implementation, monitoring and evaluation of hygiene behaviour change interventions. The Hygiene Officer will also be responsible for administration arising from the WaterAid programme.

The following outlines the detailed responsibilities of the Hygiene Officer:

Programme Planning, Implementation and Reporting

- Participate in planning, implementation, and monitoring of HBC project activities to achieve the 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 WaterAid Malawi 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 the HBC Specialist, monitor and supervise all hygiene behaviour change activities planned under the projects, ensuring adherence to the package design.
and supporting target beneficiaries to effectively participate in monitoring and supervision of the same.

- With support from the HBC 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 Manager 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 the HBC Specialist.
- Ensure that all project documents are well maintained and filed on Project Center.
- Work in collaboration with partner staff to ensure coordinated delivery of interventions at community and district level.
- Contribute content and where applicable take part in WaterAid’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 HBC specialist and Project Managers.
- Ensure submission of quality reports to the HBC 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 data related to the Sanitation and Hygiene Advancement programme (SHAP) 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 WaterAid interventions in the project area.
Qualifications and Experience:

- 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 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

Requisite Knowledge, Abilities and Skills

- 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 recruitment@wateraid.org by 8th March 2024.

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.