



Job description

Hygiene Specialist -
Zambia





Job Title: Hygiene Specialist	Date: 27 April 2018
Grade: E	Department: Programmes
Reports To: Programme Manager Hygiene	Location: Lusaka
Direct Reports (titles): N/A	

Purpose

The purpose of the job is to assist the Programme Manager Hygiene in the conceptualization, assessment, design, development, and implementation of a normative guidelines for WaterAid Zambia's hygiene promotion, influencing and its integration work. The role will implement and manage programmes and project support, capacity development for WaterAid and partner staff, monitoring, review, research and evaluation in order to develop best practice approaches that draw on programmatic learning and ensure quality programming related to hygiene behaviour change.

Responsibilities

Programme Planning, Development and Management

- Responsible for programme development, implementation, monitoring and evaluation of the Hygiene programme and ensure and monitor its contribution to CP strategic objectives.
- Responsible for the development of suitable approaches to ensure sustainable hygiene interventions in target communities.
- Ensuring that sound technical and institutional guidance to WAZ and partners in relation to effective delivery of hygiene interventions in target communities.
- Responsible for annual planning and budgeting of the Hygiene programme.
- Lead the Hygiene team in the preparation of concise internal quarterly, bi- annual and annual reports, and contribute to the production of WaterAid Zambia (WAZ) Country Programme reports and ensure that such reports are uploaded in relevant WA systems and platforms.
- Ensure an integrated way of working with other programme areas (MAWASH, Policy Influencing & Engagement) through development of clear working modalities for information sharing and support among the programmes
- Responsible for the implementation of WaterAid's quality programme standards and ensuring the application of WaterAid policies and standards in all aspects of the Hygiene programme
- In collaboration with colleagues, assist in the marketing of WAZ's models to key sector stakeholders
- Identify strategic research areas within the Hygiene programme and ensure utilisation of research results
- Ensure that the Hygiene programme and all the projects under Hygiene have functional M&E frameworks and comply with WaterAid's PMER core procedures.



- Ensure that WAZ Hygiene Programme delivery at the field level is designed to positively impact the building of better Hygiene systems and generate replicable results that can be profiled to contribute to universal access for Zambia.
- Provide support in developing and promoting effective behaviour change and service delivery models.
- Facilitate and supervise the piloting of relevant hygiene technology models and promote and support the scaling up of such initiatives
- Support the identification and analysis of sectoral knowledge, opportunities and challenges on hygiene and behaviour change in order to inform programme design, revision and plans.
- Support the design, execution and evaluation of hygiene and behaviour change programming in both development and emergency response settings following the scope of WaterAid and Zambian context.
- Review Project Plans developed by partner organisations and ensure completeness and accuracy, adequate baseline data, technological soundness, gender and poverty sensitivity, and maximising development impacts in relevant thematic areas.
- Bring innovation and creativity in hygiene promotion approaches through demonstration of projects at scale, both in development and emergency scenarios.

Learning & Building Capacity

- Provide support and input to technical meetings with WaterAid staff, partners and sector actors
- Represent WaterAid, or provide advice to WaterAid representatives, in external forums or technical areas related to hygiene and behaviour change
- Proactively contribute to effective learning and knowledge management in WaterAid in Zambia by capturing and documenting lessons and disseminating across the organisation
- Mentor colleagues and proactively share own expertise to develop others capacity
- Support in developing capacity of partners & key sector institutions in hygiene and behaviour change

Fundraising and Grants Management

- Ensure that the Hygiene programme provides quality relevant programme/project proposals, to meet required fundraising efforts.
- Work collaboratively with the Funding Manager to develop and maintain healthy donor relationships.
- Ensure effective management of the grants on all projects and programmes within the Hygiene programme
- Monitor the Hygiene programme performance against budget
- Contribute to maximising our cost recovery from Hygiene grants/funding

- Ensure Hygiene partner compliance to donor requirements and contractual obligations.

Partnerships, Collaboration and Networking

- Develop and implement partnership strategy for the Hygiene programme



- Lead the identification of relevant sector institutions and potential partners and assess their capacity to deliver services in an accountable, transparent and inclusive manner that will feed into the development of the WASH sector with emphasis on hygiene.
- Ensure that partnership and funding agreements have been timely developed for all partners.
- Ensure that there is adequate support and capacity building for partners to implement integrated Hygiene promotion in line with the government policies, sector frameworks and strategies and consistent with relevant WaterAid policies, guidelines and standards
- Ensure that the Hygiene programme has adequate and effective processes and systems for partnership engagement, development and management
- Lead the Hygiene team to establish, develop and maintain relationships with other agencies working in the water and sanitation, health, nutrition and education sectors, academia, media and research institutions in line with the Hygiene programme objectives
- Participate in and contribute to Water Aid's efforts to strengthen in country sector networks.
- Conduct routine reviews of WaterAid partnerships and putting in place recommendations that arise from such reviews

Leadership & People Management

- Lead the recruitment of staff with requisite skills in the Hygiene programme
- Ensure effective management of performance of staff in the programme, development of team and individual skills and capacity in line with the Hygiene programme demands and motivations.

Other tasks

- Participate in Hygiene Programme Review meetings
- Respond to requests for information from stakeholders as required
- Undertake other professional tasks as reasonably requested by line manager

Specific Context

- Willing and able to travel, predominately to WaterAid and partner locations within the CP.
- Occasional travel may be required to other countries in the region or internationally.

Experience and Technical Skills

- A Masters' Degree in Public Health, from a recognized University, or professional qualifications in civil engineering, water and sanitation, or environmental health.
- A minimum of five years' experience in programme planning, development and management at managerial level in WASH
- Experience in participatory monitoring and evaluation approaches and proven experience in water and sanitation work in the Zambian context.



- Experience in developing and managing projects, including staff, budgeting and budget management.
- Experience in implementation of integrated programmes and experience in leading development of models and approaches and packaging learning
- A clear understanding of WASH programming and policy contexts
- Experience of development and management of teams and partner organisations
- In-depth knowledge of participatory approaches, facilitation and training techniques.
- Ability to think strategically & translate development and fiscal plans
- Sound knowledge of hygiene promotion and sanitation issues.
- Computer-literate (word processing & spreadsheet packages including power point)

Skills and Abilities

- Strong interpersonal skills, especially the ability to network, establish and build relationships and to influence others
- People management skills
- Good written and verbal communication skills
- Ability to work with stakeholders at all levels
- Ability to transform strategy into actionable plans
- Ability to communicate effectively in both written and spoken English.
- Commitment to WaterAid's values and a working style that reflects these

Our people promise

We're looking for people who share a commitment to our vision, and a commitment to playing their part in changing normal. We're looking for people with an appreciation and respect for different people and ideas, and the energy and expertise to help tackle the most important challenges.

In return, you can expect to get inspiration from the change you help make happen, a sense of belonging and the feeling of being part of a global community. You will also experience stimulation and fulfilment, the chance to grow, and space to be yourself at your best.

This is our pledge to you.