



WaterAid/Joey Lawrence

Job description

**Programme Development
Advisor**



London

Fixed-term - 2 years

Grade 3



Who we are



WaterAid is determined to make clean water, decent toilets and good hygiene normal for everyone, everywhere within a generation.

We started in 1981 because no water charity existed and since then we've been on a mission to change normal for millions of people within a generation – by getting clean water, decent toilets and good hygiene to everyone, everywhere by 2030. 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

With clean water, decent toilets and good hygiene, children are born healthier. They get the chance to go to school and grow up to become adults. Women and men get to earn a living. Whole communities start to thrive. It sounds normal and it should be.

Changing normal is what drives us. We want to bring about change that sticks and help change lives for good. There is still a lot to do. But together with our colleagues, supporters and partners around the world we're making progress.

We welcome talented people who are still hungry to learn and grow as individuals. We are connected as WaterAiders – we have fun together and look out for one another. We're not afraid to challenge one another but we do it constructively and thoughtfully.

At WaterAid you'll be encouraged and empowered to be yourself at your very best - giving you the space to use your own talents and shape your own future, the space to change what's normal for yourself too.

We're committed to changing normal forever—are you?



**One vision.
Three goals.**

About the role



Team description

The Accountability and Effectiveness (A&E) team sits in the Programme Support Unit (PSU), part of the International Programmes Department (IPD). The A&E team plays a vital role in defining the business processes that enable WaterAid's international operation to meet its organisational accountabilities and assure the effectiveness of its work. This consists of shaping the planning, monitoring, evaluation and reporting (PMER) processes, and providing training and support as needed to embed and develop the skills and accountabilities across the International Programmes Department, focusing on our country programmes.

Job purpose

The primary focus of the role is to support Country Programmes and Regional Teams in both project and programme design. The post holder will also support fundraisers during proposal development. This will be both through supporting the development of specific projects, programmes and proposals, and through the capacity building of staff in project and programme design. The post-holder will ensure that project and programme design follows WaterAid's Planning, Monitoring, Evaluation and Reporting (PMER) core procedures, will make recommendations for their improvement and will develop and identify key resources to support staff in the project design process.

Accountabilities



Accountabilities

- Lead, facilitate and support quality project design processes, focusing particularly on larger, complex or higher risk projects. These may be individual Country Programme or multi-country projects designed at the regional or global level. In addition, provide feedback on project/proposal design processes, including results frameworks, where requested.
- Liaise with identified technical and policy specialists during the project design process to ensure the projects are designed to deliver the outcomes defined in our Quality Programme Standards and thematic approaches.
- Build capacity in project design across WaterAid (globally), targeting particular staff categories. Develop and conduct project design training - to include bespoke training for project teams developing specific projects, standard trainings to build project design capacity, and training to strengthen fundraiser proposal design processes.
- Strengthen the project and programme planning component of WaterAid's PMER core procedures based on internal learning and sector good practice through updating core requirements and the development of guidance and tools to support staff in the Project design process.
- Ensure that our complete programmatic approach is clearly reflected in our project design process, including the identification of specific results and approaches to monitor progress. This includes harder to measure aspects such as advocacy outcomes.
- Ensure that project design processes include clearly defined, practical monitoring and evaluation plans that support both accountability and learning.
- In specific cases, support Country Programmes in the development/adapting of their long-term programme plans, and linked project portfolios, to enable them to effectively implement their country strategies and monitor progress.

- Work with the PMER Systems Advisor to ensure our management information system (Project Center) is aligned with our Project Design processes and outputs.
- Work with Quality Programme (technical) advisors to identify/develop good practice examples of WASH projects that demonstrate the application of WaterAid's Quality Programme standards in project design.
- Work with the International Finance team to adapt or update guidance on project budgeting as part of the project design process.
- Undertake other duties comensurate with the grade.

Person specification



Essential skills

- Graduate degree or equivalent professional qualification/experience in the WASH sector
- Proven experience in designing and managing complex projects with multiple stakeholders under rigorous deadlines;
- Demonstrated ability to coach and train others in the project design and implementation
- Excellent understanding of the current challenges in project design in the international development sector and current initiatives to strengthen project design for improved effectiveness.
- Proven ability to work with technical programme advisors and finance staff in order to develop well-designed, high quality, suitably resourced projects with clearly defined monitoring and evaluation processes.
- Strong written and verbal communication skills and the ability to influence effectively at all levels.
- Strong interpersonal skills and networking skills with the ability to collaborate and build alliances internally and externally.
- Excellent computer literacy, including Microsoft Office (Word, Excel, Power Point etc.)
- Strong commitment to human development, poverty reduction and inclusive development.
- Ability to travel extensively up to 20 weeks per year.
- Proven ability to work effectively with diverse cultures and adapt personal style to get the best out of others.
- Highly organised with the proven ability to manage multiple tasks and complex work programme within deadlines.
- Working style that reflects WaterAid's values of Respect, Accountability, Courage, Collaboration, Integrity and Innovation.

Desirable skills

- Specific qualifications or training in project and programme design / project management (e.g. PMD-Pro).
- Experience of managing staff
- Experience of working in the WASH sector/delivering WASH programmes.
- Fluent spoken and written English and at least two of WA's languages (i.e. French, Portuguese).