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| **JOB TITLE: Senior Project Officer-** **WASH (SPO-WASH)** | |
| **LINE MANAGER: Project Manager-** **Education** | **GRADE: D** |
| **BUDGET RESPONSIBILITY: Up to USD$15,000** | **WORK LOCATION: Mondul Kiri Province, Field Office** |
| **TEAM: Ethnic Minority Women (EMW)** | |
| **INTRODUCTION**  CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities.  CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people.  Founded in 1945, today CARE works in over 90 countries around the globe. CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991.  Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities.  CARE Cambodia’s Ethnic Minority Women (EMW) program works with women, their communities, their leaders and authorities to ensure ethnic minority women have their rights respected, their identity valued and equitable access to livelihoods and skilled jobs. | |
| **PURPOSE OF THE POSITION**  The Senior Project Officer- WASH (SPO-WASH) will develop and apply technical strategies and provide technical advice related to WASH in Schools and Communities through improved availability and accessibility to quality water and hygiene practice in schools, through facilitates training and awareness raisings for students and teachers in water use, sanitation and hygiene. The SPO-WASH will monitor contractors to ensure quality assurance and contractual obligations are met. The SPO-WASH will work directly with the Community Support Officers provide technical training to Water User Groups (WUGs) and to document changes and key lessons learned in WASH projects.  This position is based in Mondul Kiri Province with regular travel required to other sites. | |
| **MAIN RESPONSIBILITIES**  **PARTNERSHIPS AND NETWORKING**   * Organise relevant meeting/training with key professional networks amongst all stakeholders under this project; * Engage and maintain relationships with core trainers, DOEs, Primary and lower secondary school directors, teachers, community representatives, INGO partners and other relevant stakeholders, representing CARE Cambodia at partner meetings and planning sessions; * Participate in relevant meetings and develop professional networks amongst all stakeholders, whether in Cambodia or in the field; * Provide clear explanations of the Project and CARE’s work in Cambodia to partners, communities and other stakeholders to build positive working relationships; and * Coordinate and participate in meetings with partners.     **PROJECT PLANNING AND IMPLEMENTATION**   * Develop quarterly work plans that are aligned to the annual project work plans and budget in order to meet the project activity deadlines; * Organize, facilitate and provide translation at workshops, trainings and other meetings and prepare materials in advance of trainings/ workshops. * Assist the Senior Project Officer WASH Infrastructure, Project Manager and Provincial Department of Rural Development staff to deliver training, and awareness raisings in Water use, Sanitation and Hygiene to student and teachers. * Ensure student, teachers and school support committee (SSC) are able to give feedback and communicate effectively during trainings/workshops. * Distribute materials to beneficiaries and ensure proper documentation in accordance with CARE’s policies. * Report on ideas, requests and issues raised by the students, teachers and other relevant stake holders to the Project Manager. * Inform the teacher/school director and SSC on any project decisions made and subsequent plans. * Assist the Village Chief, Commune Councils, Water User Groups and other community members in providing feedback on project activities in a participatory way and ensure a two way communication channel exists between school/community and project. * Ensure CARE staff and other visitors to the community understand cultural norms in the community and how to behave appropriately with village Elders and others. * Assist the Senior Project Officer WASH Infrastructure and the Project Manager in organizing the construction of wells, latrines, community ponds, establish Water User Committees in a participatory way and oversee construction of WASH activities as requested. * Monitor project activities in the village, collect data and assist survey activities, KAP survey on hygiene and sanitation. * Observe the community/school changes and record good practice and/or human interested story. * Ensure the visibility of CARE and its donors logos are used appropriately to inform community members and other stakeholders. * Travel, when needed, including spending the night in the villages regularly. * Work constructively with colleagues in other departments and teams to promote the objectives of the * Articulate ideas and actively contribute to the evolving direction of WASH project through provision of technical advice based on knowledge, experience and analysis.   **MONITORING EVALUATION AND LEARNING**   * Lead and coordinate evaluation and project data collection, analysis and reporting activities as required, including reviewing activities and evaluating their effectiveness; * Conduct project monitoring during field visits and ensure timely submission of field reports to the line manager; * Participate in data collection for project evaluations, research and case studies; * Participate in quarterly, mid-term, and annual reflection workshops; * Liaise with and regularly debrief with partners and communities to ensure quality trainings and processes are implemented according to deliverables; * Document project activities, processes, emerging models and lessons learned; and * Assist in the preparation of donors and other organisation reports and presentations.     **ADMINISTRATION**   * Prepare field travel plans, per diem requests, and other logistics in a timely manner and in-line with project budget; * Ensure that CARE financial, human resources, administrative, and procurement procedures and policies are followed; * Maintain accurate and detailed files of project related documents; * Participate in regular team meetings; and * Ensure systematic filing system for documents in sequential order and all files are placed in a secure place (to avoid unauthorised access of documents).   **OTHER RESPONSIBILITIES**   * To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities; * Engage in emergency preparedness, assist in emergency response as required; * Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives; * Demonstrate an understanding of gender equality and women’s empowerment and a commitment to CARE’s approach and values including ethnic diversity and cultural sensitivity; * Uphold and promote CARE’s commitment to Child Protection and the Protection from Sexual Harassment, Exploitation and Abuse; and * Comply with CARE Cambodia’s Financial, Human Resources and Operational requirements, foster strong communication between operations and programs teams and uphold high standards of honesty and integrity in personal conduct. | |
| **EXPERIENCE AND QUALIFICATIONS**   * Minimum Bachelor Degree of rural development or equivalent * Minimum 3 years’ experience WASH project, developing the capacity of communities, teachers and/or government partners;; * Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of basic standard transactions; * A willingness to learn about CARE, gender equality and women’s empowerment activities; * Demonstrated good interpersonal skills, sound judgment, planning, problem solving, critical thinking and team building skills; * Demonstrated organisational and time management skills and ability to work under pressure and to organise and manage workload to meet deadlines; * Demonstrated characteristics in honesty, reliability, integrity with the ability to maintain confidentiality; * Excellent communication skills in Khmer and very good oral and written English; and * Very good in Microsoft Office with knowledge in Microsoft Word and Excel and intermediate numeric skills. Ability to develop or design advanced excel or other database programs is an advantage. | |
| **APPROVED BY:**  **Date:**  **Signature:** | **ACCEPTED BY:**  **Date:**  **Signature:** |