

Vacancy announcement

Position	WASH & Infrastructure Technical Coordinator	Starting date	ASAP
Location	Sanaa, Yemen	Type of contract	Fixed Term Contract
Contract duration	12 months	Security Risk Level	Very Risky (4/4)

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas. With a team of 4,300 national staff 300 international staff, ACTED is active in 35 countries and implements more than 450 projects a year reaching over 11 million beneficiaries. More on www.acted.org

Country Profile

Number of projects	16
Number of areas	3
Number of national staff	278
Annual budget (EUR)	20,3M
Number of offices	7
Number of international staff	18

Position context and key challenges

ACTED has been present in Yemen since early 2012, and working in various different activities in 7 different governorates. ACTED has been covering the full continuum of emergency, rehabilitation and development in Yemen. Emergency activities have focused in the sectors of Agriculture & Food Security (e.g. distribution of crop seeds, and livestock), Economic Recovery and Market Systems (e.g. income-generating activities such as cash for work), and WASH (e.g. rehabilitation of water supply facilities, hygiene promotion).. With regard to rehabilitation and development, ACTED continues its work in agriculture and value chain sector as a way to enhance the food security of local small producers.

Key roles and responsibilities

1.External Positioning

External Relations

- Act as key ACTED representative on WASH & Infra
- Ensure external representation of ACTED in WASH & Infra sector, vis-à-vis country and local authorities, other project stakeholders, donors and partners
- Participate in and report (internally) on WASH & Infra technical and sectoral meetings, clusters and working groups involving all relevant stakeholders such as donors, NGOs, UN Agencies, inter-governmental institutions
- Ensure effective coordination and collaboration with key stakeholders and partners, i.e. NGOs, civil society organizations, community groups, and government counterparts who are working on WASH & Infra
- Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon – rather than replicate – the work of others.

Project Development

- Collect and analyse primary and secondary data related to the WASH & Infra sector
- Analyse the activities in the WASH & Infra sector and relevant stakeholders
- Identify the needs of the most vulnerable populations through regular visits and literature review, and through the design and implementation of relevant needs assessments in close collaboration with AMEU
- Lead WASH & Infra project conceptualization workshops
- Provide technical inputs into proposal design and ensure new or adapted projects for the WASH & Infra sector focus on maximizing efficiencies, impact and integrated approaches

2.Internal WASH Technical Support and Coordination

Coordination

- Support the development and maintenance of a coherent WASH & Infra strategy across ACTED's areas of intervention in Syria
- Promote harmonization of approaches and methodologies across the different WASH projects by developing and monitoring use of common tools, as well as creating opportunities for experience sharing and learning
- Brief Project Managers about main WASH & Infra issues, and updating them on a regular basis.

- Organize internal WASH & Infra meetings on a monthly basis.

Technical Leadership

- Define WASH project implementation modalities and methodologies (including, but not limited to technical specifications, identification and registration of beneficiaries, distribution and sensitization)
- Lead the development of all technical tools related to WASH & Infra projects (ToRs for consultants and evaluators, ad hoc reports, capitalization reports...);
- Analyse the appropriateness, adequacy and potential impact of all interventions in the WASH& Infra sector based on known contexts and needs
- Provide technical support to the Project Managers and other staff to implement the ACTED WASH & Infra projects to a high quality standard;
- Liaise with WASH & Infra technical staff on a regular basis to ensure technical assistance is provided to projects when needed
- Disseminate tools, research, best practices and lessons learned internally and externally through publications, networks, working groups, events, and conferences.

Staff Capacity Building

- Participate in the recruitment and training of WASH & Infra sector staff members
- In coordination with Project Managers identify individual training needs and ensure access to training and professional development opportunities appropriate to the skill gaps and needs
- Provide training to projects teams on ACTED activities and WASH & Infra best practices
- Develop training material for different trainings to share within the WASH & Infra project teams
- Develop capacity-building programmes for local actors (including partner NGOs and relevant local services providers) on WASH & Infra

Required qualifications and technical competencies

- Degree in relevant field of expertise
- At least 5 years of experience in project implementation on the field, preferably in an international context;
- Being a strong team player;
- Familiarity with the aid system, and ability to understand donor and governmental requirement;
- Excellent communication and drafting skills;
- Ability to coordinate and manage staff and project activities;
- Proven ability to work creatively and independently both in the field and in the office;
- Ability to organize and plan effectively;
- Ability to work with culturally diverse groups of people;
- Ability to travel and work in difficult conditions and under pressure;
- Fluent English skills required;
- Knowledge of local language and/or regional experience is an asset.

Conditions

Salary defined by the ACTED salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus

Additional monthly living allowance

Free food and lodging provided at the organization's guesthouse

Transportation costs covered, including additional return ticket + luggage allowance

Provision of medical, life, and repatriation insurance

How to Apply

Please send your application including cover letter, CV and references to jobs@acted.org under

Ref: WASH & Infra TC/YEM