



VACANCY ANNOUNCEMENT

Position	WASH Officer	Department: Programme
Line Supervision	Reporting to: Project Manager Managing: N/A Technical with: Country Director, Deputy PM, MEAL Officer, WASH HQ Collaboration: Finance Manager, Finance & Admin Officer and HR Officer.	
Work Location	TGH Yangon Coordination Office, with some potential travelling to the field base and visiting partners (depends on requirement)	
Background	<p>TGH was founded in 1994, TGH is a French international solidarity organization based in Lyon. The association designs and implements emergency, rehabilitation and development programs in the following sectors: water, hygiene and sanitation, civil engineering, food security and rural development, socio-educational and psychosocial. TGH is currently operating in 11 countries in Africa, Asia, Europe and the Middle East. TGH has been working in Myanmar since 2008. TGH in Myanmar has been implementing multi-sectoral Emergency Response Projects funded under MHF, HARP-Facility, CDCS and recent ongoing project funded by AFD. This included multi-sectoral assistance in WASH, Child Protection, Education in Emergencies, FSL, Shelter/NFI, COVID-19 Prevention, Preparedness and Response and CSOs/Partner's capacity building.</p>	
Purpose	<p>This position is to contribute to successful implementation of the provision of technical support to TGH's WASH missions in Myanmar, including both projects implemented directly, and projects implemented by partners. He/she contributes to guarantee the quality, relevance, and suitability of the WASH activities in line with TGH standards, policies and needs of the local populations, contribute to their design, monitoring and follow up, as well to ensure the best and most efficient use of TGH resources.</p>	
Conditions	<p>This is a full-time, fix-term position for forty (40) hours per week during at for current aim of at least 12 months with possible of extension (May 2024 – April 2025).</p>	

Responsibilities and Duties

The WASH Officer is responsible for ensuring to support the Project Manager (PM), partner and team for WASH related activities are performed in accordance with TGH's regulations, policies and procedures. S/he is expected to provide technical relevance, cost-efficiency, quality and timely implementation of project, reporting, M&E, accurate advice, information and donor reporting, support to auditing, and partner management a range of WASH related activities in close collaboration with TGH Senior Management Team (and some might with HQ Technical Department when requiring).

The WASH Officer will be responsible for the following specific Tasks:

1. Technical relevance, cost-efficiency, and quality of projects

- Lead WASH assessment in the intervention areas and contribute to the validation of the technical relevance of WASH assessments carried out.
- Lead in the validation of technical approaches, designs and technical components of the programs.
- Contribute support PM to the identification, design, and implementation of evaluation processes.
- Support in ensuring the technical relevance and consistency of all programs vis-à-vis the needs of the populations.
- Support PM and team in developing harmonized activity processes, monitoring, and evaluation systems (between bases).
- Participate in the development of technical guidelines and quality assurance tools to improve quality of programming.
- Ensure the translation of validated tools and guidelines in Myanmar language to ensure wider dissemination to the mission.
- Ensure harmonization of approaches, tools, and methodologies used in the different WASH programs.
- Analyse budget follow-up shared between bases and provide timely alerts and solutions to the PM/CD.
- Establish a database of standard BoQ at mission level including a regular follow-up of prices for a specific list of materials.
- Support in the coordination and technical advice, coaching and mentoring or manage with the partner on successful implementation of WASH activities.
- Support in the coordination with the logistics department on timely WASH orders delivery when required.
- Support project teams in any aspects related with his/her mandate required by the PM and CD.

2. Operational monitoring and evaluation

- With close collaborations with MEAL Officer to lead in conducting WASH needs assessments (develop tools, conduct training, supervise teams, etc.) including when feasible participation to the assessment mission.
- Contribute to review project activity reports and produce monthly WASH activity progress report and identify ways for improvement of program quality or advice to partner.
- Review project surveys (assessment, logical framework indicators, PDM, indicator, end-line, etc.) on request
- Ensure a proper tracking of the different recommendations from various sources (PDM, logical framework indicators, end-line, monitoring visits...) with the PMs for improvement of program quality.
- Perform regular field visits, monitoring and follow up.
- Produce terms of reference before each visit and a field visit report after the visit including SWOT on implemented activities, related recommendations, and planning / timeframe.

- Support on the monitoring and evaluation of the quality criteria and performance indicators of the programs.
- Contribute to ensuring that the monitoring indicators in place.
- Contribute to ensuring that planning and implementation tools for the project managers are adequately and regularly carried out.
- Contribute to ensuring that program monitor and evaluate the activities implemented.
- Conduct key informant interviews/focus group discussions to understand WASH situations.

3. Strategic orientation

- Contribute to the identification, design and implementation of diagnostic missions including key informant interviews/focus group discussions.
- Support the PM in the monitoring and analysis of WASH intervention and the analysis of the donors' strategies for the organization's activities.
- Support in the identification of suitable new WASH activities.
- Support the PM in programming work.
- Participate in the WASH strategy revision.
- Based on WASH analysis, provide recommendations for future programming/re-programming of current programs.
- Conduct regular desk review to assess the WASH situation (humanitarian agencies report, articles, analysis, etc.).

4. Learning

- Contribute to the centralization and dissemination of procedures, guides and tools linked to activities.
- Contribute to the capitalization of methods and techniques, and on the experiences acquired by partners and other actors in the field.
- From the tracking of the recommendations, provide concrete lessons learnt/best practices documentation.
- In coordination with the MEAL Officer, conduct lesson learnt workshops with field teams and provide comprehensive report on the workshops including realistic recommendations.
- When possible, conduct meetings with WASH partners to share/learn from their experience and best practices.

5. Reporting/Communication/Representation

- Produce monthly WASH activity progress report and follow up with partner
- Ensure tracking of program reports including PDM, completion report etc are delivered on time and in the correct format.
- Contribute to the development of donors reports when required.
- Represented at all meetings or forums concerning WASH upon request.

6. Capacity Building

- Identify training requirements within the partner and the resources available locally.
- Contribute to the design and implementation of technical training in line with operational needs.
- Ensure the translation of training curriculums in Myanmar language to ensure wider dissemination to the mission.
- Implement WASH capacity assessment of local partners (and governmental technical departments).
- Contribute to the development of a capacity building plan in coordination with other departments.

QUALIFICATIONS

Education (Essential): University diploma (BA, MA) in WASH and/or Engineering.

Professional Experience:

- 3 years of experiences in WASH
- Previous experience in emergency and recovery contexts
- WASH experience in camp and village setting (water supply, waste management, sanitation and HP)

Personal Skills:

- Flexible & Adaptable to complex situations.
- High levels of discretion, honesty, and integrity.
- Must be a team player with excellent interpersonal skills.
- Professional, courteous, and able to work with multicultural team/environment or abroad spectrum of people. Excellent organizational skills and attention to detail.
- Open-minded, flexible, self-learner Flexible & Adaptable to complex situations.

Languages Requirements:

- Fluent in English Language (both written, spoken, reading).
- Local language is mandatory.

IT:

- Good command of Excel, Word, PowerPoint
- Knowledge of Kobo is a plus

Technical Skill:

- Behaviour change communication
- Knowledge and experience with construction of WASH infrastructure. Water quality testing, Faecal sludge management.
- WASH and community engagement programming experience. Public health, Team management, coaching and capacity building.
- Monitoring and evaluation, Report writing.
- Strategic thinking, ability to quickly understand complex situations and to coordinate both emergencies and long-term programs.
- Knowledge and experience in applying and training in WASH approaches.
- **Technical Skill:**

Transferable Skill:

- Autonomy, proactivity, is able to take initiatives
- Capacity building of team members
- Major organization capacities
- Team management
- Excellent listening skills
- Patience, diplomacy, flexibility.

APPLICATION PROCESS:

If you are interested, please send your CV and Cover Letter to Finance Manager:
finance.myanmar@trianglegh.org and cc myanmar@trianglegh.org
in word or pdf format mentioning **'WASH Officer'** in the email subject line.
The submission deadline is 05.00 pm MM time on Monday 06th May 2024.

“Applicants should submit their CV via email and are encouraged to apply as soon as possible, a s interviews will be conducted on a rolling basis.”

Only shortlisted candidates will be contacted.

TGH will conduct criminal records and background checks for the shortlisted candidates. They should provide the related required documents during the recruitment process. This comes in addition to 3 references checks. It will ensure that the selected candidate has appropriate attitude and values for child and vulnerable adults' protection.

Commitment to TGH Child Protection Policy, TGH Anti-fraud and Anti-Corruption Policy and TGH National Internal Staff Regulations is a formal requirement for employment. TGH strongly condemns all corporal punishment or physical violence, threats of physical violence, sexual abuse or exploitation, harassment and verbal abuse, as well as all other forms of intimidation.

TGH applies a "zero tolerance" policy with regard to all misconduct affecting the professional credibility of its employees: TGH staff; partners (local or international) and service providers. This must be respected by the employee throughout the term of his contract, during and outside working hours. The application of those policies is imperative and any breach will result in disciplinary measure.