



JOB VACANCY

SOLIDARITES INTERNATIONAL launches the **external recruitment** of a

BASE	Central Myanmar
POSITION	WATSAN Activity Manager (Earthquake Response)

PRESENTATION OF THE ORGANIZATION

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams - 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers - work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to fight all forms of discrimination. SI will never ask for any remuneration to take part in a recruitment process.

ABOUT MYANMAR MISSION

Solidarités International (SI) is operating in Myanmar since May 2008. SI's current programs in Myanmar include:

- Provision of life-saving and humanitarian assistance to families affected by violence in Rakhine State. This program is currently implemented in IDP camps, host and surroundings communities in Sittwe, and Pauktaw Townships.
- Emergency response to conflict-affected populations in Kachin State through improved access to water, sanitation and hygiene as well as food security and livelihood activities.

Position: **WATSAN Activity Manager**

Desired Start date: 19 May 2025
 Contract duration: 7 months
 Probation Period: 3 months
 Location: Central Myanmar

MISSION / OBJECTIVES

Under the supervision of the WASH Program Manager, the WATSAN Activity Manager plans, implements, monitors, and evaluates all project activities related to the construction and rehabilitation of WASH-related infrastructure. She/he provides full technical support to all WASH-related infrastructure construction, rehabilitation, and installation in villages and camps sites. She/he will be in charge of the WASH-related documents/ reports to feed BoQ, Design, Technical Specifications (general and specific), equipment check acceptance, and Site Acceptance test after implementation. She/he will lead all field assessments requested in the field with the WATSAN Team. She/he ensures that Solidarites International (SI) technical standards and procedures are followed.

Solidarités International

No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar.

DESCRIPTION OF THE POSITION

Under the direction and supervision of the WASH Program Manager, the main tasks to be implemented are:

Project implementation, monitoring, and evaluation of activities

- Prepare weekly/monthly activity and overall project cycle planning with the WATSAN team.
- Ensure that activities are implemented according to the project work plan, methodology, and strategy validated by the WASH PM.
- Oversee the implementation of activities that she/he is responsible for both on time and within the set technical specifications.
- Monitor the project progress weekly basis and adjust the planning by using project follow-up tools.
- Support identification of areas of intervention and participate in the preparation of technical needs assessments.
- Identify needs and gaps in the field, propose new projects if relevant, and provide design & BoQ for new infrastructure.
- Report back to the line manager any problems and constraints encountered during project implementation and suggest appropriate solutions.
- Work closely with the MEAL department to develop monitoring, evaluation, and learning outputs.
- Plan the engineering part of the Water supply infrastructure construction, reconstruction, rehabilitation activities as well as sanitation facilities in collaboration with PM.
- Participate in the design of program activities and related human and logistical needs for programs.

Water and Sanitation Activities

- Provide full technical inputs in developing Gravity Flow Water Pipeline System (GFS) design, drawings and bills of quantity for durable solution villages. This will include as well technical assessment in the village.
- Support technical inputs in developing households water treatment system design, drawings, and bills of quantity for existing IDP camps and durable solution villages.
- Provide technical inputs WASH related infrastructure construction bills of quantity and drawings such as Hand Dug Wells, Shallow Tube Wells, Deep Tube Wells, and Overhead tank construction to the WatSan Team.
- Ensure that all drawings, bills of quantity, technical specifications, and work schedules for all construction works are followed by the WatSan team.
- Ensure that the quality for all construction works meets SI standards by a close monitoring of the work of the WatSan team.
- Regularly identify and monitor the needs in terms of water supply and sanitation facilities for the beneficiaries.
- Make sure communities are involved in the design of infrastructures. Design and implement sanitation facilities within the project timeframe and according to the proposal and the target population's needs.
- Regularly visit the activities sites to oversee the implementation of works and shared situation reports.
- Oversee the implementation of WASH-related activities/projects to ensure SI reaches the technical standards of a contract signed (Technical specification) and meets its deadlines.
- Support the WASH Program Manager (PM) for the technical monitoring of the WASH-related activities according to contract and contractual duties (Contracts, MoU, internal and external SI, and donor's requirements)
- Prepare for all WASH-related aspects in the procurement document: BoQ / technical specification / PL Preparation/tendering process (opening/evaluation / technical evaluation)

Human Resource Management

- Recruit national technical staff for his/her activities if needed
- Contribute with the administrative department and program manager to define the prerequisites for vacant positions and, if necessary, adapt referent job profiles
- Welcome and brief new employees or volunteers working under his/her responsibility
- Train and build the capacity of the team according to operational requirements and identified training needs

- Manage and support the team under his/her responsibility
- Evaluate the members of his/her team and identify potentials for advancement

Logistics and Administration

- Support the PM in the follow-up of administrative and logistics procedures as well as budget lines related to assigned activities
- Participate in the procurement request, follow up on purchases and ensure quality control
- Ensure the follow-up of materials and equipment delivered and used on construction sites
- Ensure that safety procedures are followed by team members and construction workers
- Initiate cash flow forecast and budgetary planning in order to pre-empt financial problems

Reporting/communication/coordination/representation

- Prepare weekly and monthly progress reports and other reports
- Participate in monthly internal or external meetings such as base coordination, WASH cluster, DSWG, Shelter/NFI/CCCM, and Emergency Coordination.
- Immediately report any problem or information that could affect the projects/activities or the security of the teams to the Program Manager.
- Ensure the collection and compilation of information about the progress of projects/activities from the field such as completion report.
- Prepare the Picture reports (before/during/after) of the relevant WASH activities.
- Ensure that all program-related documents and files are sent to the PM according to SI standard operating procedures (SoP).
- Ensure that safety procedures are followed by members of his/her team.
- Respect and make sure that the team respects humanitarian principles and SI working and safety procedures.
- Participate in the drafting of donor reporting documents.

ORG CHART POSITION (reporting and functional relationships)

Line manager : WASH Program Manager

Line report(s) : WatSan Supervisor

Functional manager : WASH Coordinator

PROFILE FORSAKEN

Studies :

- Bachelor's degree, preferable Civil, Sanitation, sanitation engineering, environmental science or Diploma in construction management or equivalent

Experience :

- 2 years' experience in a similar position or in site supervision (e.g., site or construction manager), ideally in fields that can be transferred to the WaSH sector.
- 2 years' experience in I/NGOs

Technical Skills

- Basic knowledge of Design, Drawing and BOQ of WATSAN structures.
- Development of the construction work and resource plan, Skills and experience on safe construction management
- Maintenance of the WATSAN facilities, Organization and management of WASH services

Transversal Skills

- Able to work under pressure and intense environment during conflict and disaster
- Team Management and building Skill
- Good Reporting, communication skills and active listening

Language :

- Full professional proficiency in English and Myanmar

IT :

- Good capacities of Excel, Word, and PowerPoint, Outlook and Teams

SI WILL OFFER YOU

Salary: 900 USD

Social benefits: SI Medical coverage, 12 days of Annual leaves, Public Holidays per year, yearly ended bonus.

Thank to send your application with a resume, cover letter, copy of diplomas, and work certificate, to SOLIDARITES INTERNATIONAL office at No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar. or by email to mya.recruitment@solidarites-myanmar.org

Deadline for submitting applications: 6th May 2025 (5:00 pm)

Important to be considered, the position you want to apply for has to be specified on the envelope or as the subject of your e-mail.

Solidarites International reserves the right to select a candidate and finalize the recruitment before the final date.

Only short-listed candidates will be notified.

Solidarites International has a zero-tolerance policy on any kind of abuse, exploitation and fraud. Solidarites International expects full commitment of its employees with SI Charter, Code of Conduct including PSEA policy.