

JOB DESCRIPTION

Water, Sanitation and Hygiene (WASH) / Disaster Management Programme Coordinator, Guinea

BACKGROUND

United Purpose (UP)

UP's vision is a world where justice, dignity and respect prevail for all. UP is at tackling poverty and inequality by enabling people to improve their lives for the longer term. Our way is to challenge the dependency culture, providing practical local implementation of the sustainable development goals and placing communities in the leadership of innovative solutions.

Founded in 1976, UP currently works in 10 countries in Africa, Asia and Latin America. By working directly with partners and communities to identify real opportunities for lasting and positive change, we facilitate a variety of projects that address a number of issues, including access to safe water and improved sanitation, food security and respect for human rights while maintaining our humanitarian capacity in case of disaster (e.g. Ebola in Guinea 2014-2016).

UP empowers communities to be independent – to live lives free from poverty, improve their life chances, and take agency over their future. In doing this we strive to move the world from charity to solidarity. UP works in partnership with organisations that share our commitment to accountability and service within a community-based approach: in all our work we aim to maintain a cost-effective, professional and practical approach while also attaining best-practice standards. UP is responsive to community needs. In each country we target the sectors where we can make the greatest difference. Distinctive country strategies coherent with our global strategy, developed with the participation of partners, communities, and other key stakeholders, emerge from this.

United Purpose in Guinea

UP's engagement in Guinea started in 1995, when it set up a small office in Guéckédou Prefecture in the Forest Region to support Sierra Leonean refugees fleeing their country's civil war. For more than seven years UP played a pivotal role in supporting the refugees in Guinea in humanitarian and emergency assistance on the WASH sector. During this time UP initiated partnerships with local Guinean organisations to extend its operations to support local Guinean host communities in the Forest Region. In 2002 UP significantly scaled up activities from humanitarian response to rehabilitation and sustainable development. From this time programme intervention zones extended to the poorest and most vulnerable communities in Upper and Middle Guinea, while UP's portfolio of partners also expanded.

Now working in two natural regions (Coastal and Upper Guinea) through two programmes, "WASH/Disaster Management" and "Livelihoods", UP has grown and

gained extensive experience in the country and in these key domains, and has successfully offered continued technical support and capacity building to its local partner organisations.

During 2013/14 a new WASH initiative looking to reinforce the local market to supply much needed WASH products and services at an affordable price, was launched. It is intended to build on that market based approaches towards sustained development dynamic beyond projects life.

During the Ebola outbreak, UP has been involved in the response, first through awareness and training on prevention, then through community mobilisation and facilitation of cross-border cooperation, then contributing to maintain 0 case while evolving to Community-Based epidemio-Surveillance (CBS) systems and improved WASH/health conditions in a Linking Relief, Rehabilitation and Development (LRRD) perspective.

Back to a development context, UP intends to combine open air defecation free achievement with sustainable service of access to clean water, WASH in schools, CBS and WASH markets working for communities.

JOB PURPOSE

The Coordinator will provide project and strategic management of the WASH/ Disaster Management Programme and lead relation with financial and technical partners. She/he also may be involved in action related with human rights.

More broadly, the role will participate in the continued development of the cooperation in Guinea, supporting new project development, Monitoring and Evaluation (M&E). The role will be a key support to the Country Director. The role will be responsible among others for supporting the implementation of projects, including partner coordination, activity execution, financial management and control.

Job Title: Water, Sanitation and Hygiene (WASH) / Disaster Management Programme Coordinator, Guinea

Location: Based in Conakry, with regular travel around Guinea, and possibly in West Africa

Responsible to: Country Director, Guinea Programme

Contract type: Local temporary contract, until early 2019 (with possibility of extension)

Salary: £15,180 per year

Responsible for: Project Managers (PM)

DUTIES AND RESPONSIBILITIES

1. Financial, Human Resources and Administrative Management

- 1.1. Assist in the management of project resources (human, financial and material) in relation with the Administrative and Financial Officer
- 1.2. Completion of the monthly financial Project Monitoring Reports (PMR) regarding WASH/DM, in relation with the Administrative and Financial Officer of UP in Guinea

- 1.3. Undertake the yearly evaluation of the Project Managers and assist them in evaluating their team
- 1.4. Facilitate the correspondence, especially administrative, relative to the project

2. Support the implementation of projects

- 2.1. Supervise the development and execution of budget-linked work plans with partners and the project team
- 2.2. Monitor and evaluate the work plans and if necessary propose adjustments
- 2.3. Establish and manage contracts and collaboration protocols with project service providers, implementing and strategic partners,
- 2.4. Contribute to prepare and animate projects steering committee meetings
- 2.5. Contribute to represent the projects
- 2.6. Represent UP, at the request of the Country Director, in local/national/regional meetings relevant to WASH/Disaster Management

3. Projects M&E and Quality Control

- 3.1. Undertake monthly field visits to visit projects activities
- 3.2. Assist the PMs in evaluating the technical and financial reports of the partners and if necessary take corrective action
- 3.3. Review project reports
- 3.4. Assist the PMs in designing and implementing projects M&E system
- 3.5. Consolidate projects M&E at national level
- 3.6. Undertake a yearly evaluation with supervisor

4. Support the development of the WASH / Disaster Management Programme and actions related with human rights

- 4.1. Lead all stages of project development: identification, idea brainstorming, initial data collection and community consultations, proposal writing etc
- 4.2. Analyse and design solutions to:
 - 4.2.1. The systemic constraints in the WASH products market and services systems and find measures to reduce them
 - 4.2.2. Sustainable solutions to autonomous community-driven development
- 4.3. Support new partnerships development

PERSON SPECIFICATION

- Master degree or equivalent in WASH, Humanitarian, economy, socio-economy, business or related sectors
- At least 5 years of experience in project proposal development and management in at least one of the above indicated sectors
- Good experience in WASH/health and/or market development/social marketing
- Good knowledge and capacity of finance, admin/RH and logistic procedures et control
- Interest in market based approaches towards sustained development dynamic beyond projects life

- Fluency in written and spoken French and English
- Human qualities: rigorous, reliable, reactive, autonomous
- Experience in human rights sector would be appreciated

HOW TO APPLY

To apply for this role please send your CV, a cover letter and the names of three references (in English or French) to UP.Guinea@united-purpose.org by **24th June 2018**.