

TERMS OF REFERENCE



Position Title: WASH Coordinator
Country: Central African Republic
Base: Bangui with regular travels to field locations
Duration: 1 year
Start Date: December 2023
Closing date of applications: 5th of November 2023
Reporting to: Technical Programme Manager

Job requirements:

- Minimum of 3 years as WASH Coordinator
- Experienced with NGO working environments and standard procedures
- Solid report writing skills
- Prior experience working in complicated security contexts will be an asset
- Solid team management and leadership skills
- Excellent communication skills
- Fluency in French.
- Proficiency in English (written and spoken) is an asset.

The Mentor Initiative is an equal opportunity employer and value diversity at its company. We ensure the constant non-discrimination throughout our recruitment process.

The Mentor Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.

The Mentor Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

To apply, please send your CV, letter of motivation and details of three referees (including your most recent employer) to: recruitment@mentor-initiative.org

The MENTOR Initiative is one of the world's leading non-profit organisation dedicated to the control of malaria and other vector borne diseases in emergency settings, operating across countries in west, central, and eastern Africa, the Middle East and South America. The organisation directly delivers large scale disease control interventions to the most vulnerable communities caught up in emergencies, and in parallel, also works to build the technical and operational capacity of local and international partners on the ground, to incorporate medium- and long-term disease control systems into their operations and country strategy.

The MENTOR Initiative is looking for a highly motivated, dynamic and skilled person as its WASH Coordinator for its CAR programmes.

MENTOR has worked in CAR since 2008, instigating an effective and innovative community healthcare approach across the North-West of the country. This approach allows for primary healthcare to be delivered to the most remote rural communities. The MENTOR Initiative has been setting up networks of community health workers (CHWs). Additionally, primary health structures are supported by MENTOR in all these sub-prefectures. More than 200,000 children are treated annually on average, further increasing after 2021 as activities expanded into the central-south part of the country. The primary is on mothers and children under five, and Mentor's community-based public health care is based on the interdependent sectors of health, water, sanitation and hygiene (WASH).

Overall Job Purpose

The WASH Programme Coordinator is responsible for all the community health aspects of MENTOR's operational response with emphasis on support to MENTOR WASH activities, in both in design and implementation. He/she guarantees the quality output of the MENTOR programmes in the operational areas as per donor agreements and related WASH indicators through monitoring and evaluation. His/her specific competence and specialization in regards to WASH will be used to give technical support and build capacity of national WASH staff in the field.

Programme implementation and Coordination

- Lead on WASH interventions for MENTOR to improve access to WASH services in health facilities.
- Lead on planned pilot programmes that include WASH'Em and Community Lead Total Sanitation (CTLS) activities for targeted households.
- Create and constantly review work plans and progress against targets, estimating works completion dates and identifying project critical paths.
- Ensure project conformity to Sphere standards for water and sanitation service provision, are gender sensitive, and mainstream child Safeguarding requirement for WASH implementation.
- Supervise development and implementation of training and other capacity-strengthening activities in the project.
- Contribute to provide refresher training for health workers on WASH in health facilities.
- Develop capacity of health workers and community health workers in an integrated approach addressed to WASH, communicable, non-communicable diseases and interventions and monitoring.
- Responsible and accountable for generating timely reports for the programme.
- Together with the other project coordinators, responsible for encouraging community participation in WASH, communicable, non-communicable diseases activities to ensure the long-term ownership and effectiveness of the programme.
- Ensure coordination and linkage with UN agencies, Government, WASH cluster, INGOs, in order to share information, report on progress and challenges and contribute to streamlining activities according to government standards and protocols.
- Advise the country management team on integrating WASH activities in new donor proposals or concept notes.

Data Reporting & Analysis

- Actively participate in drafting of quality and timely internal and external reports.

- Design preparation and implementation plans including, baseline and endline surveys and set up a system of data collection, processing and analysis in close cooperation with the MEAL Coordinator.
- Ensure analysis of data for a better understanding of the water, sanitation and hygiene situation in the operational zones and beyond.

Program Development

- Participate in programme development opportunities.
- Lead in the assessment exercises as a basis for WASH programme development.
- Participate in development of project proposals including working on the logical frameworks with appropriate, realistic, and measurable indicators for MENTOR WASH activities.

Human Resources

- Recruit and lead staff as necessary, according to the MENTOR recruitment guidelines.
- Ensure annual performance review for the employees under his/her supervision.
- Ensure the ongoing capacity building of national health staff, supportive supervision and individual development plans.
- Ensure appropriate support by mentoring through regular field visits.