

## Job Description

**Position Title:** WASH OFFICER

**Location:** Bokkos LGA Plateau State, Nigeria

**Report to:** Program Manager

### Background:

Justice Development and Peace/Caritas (JDPC) is one of the seven commissions of the Catholic Archdiocese of Jos registered with CAC as **Social Justice and Human Development for Peace Initiative**. This Commission is responsible for social development activities in the Archdiocese. Though the JDPC is an organization within the Catholic Church its activities do not benefit only Catholics or Christians. The *JDPC serves all Humanity regardless of religious or ethnic affiliation*. It is involved in different aspects of human development, these include: Democracy and Good governance, Civic Education, Agriculture, Rural Water Supply, Human Rights/Legal Aid, Street Children, juvenile delinquencies (Under the Care for Children Programme, Prison Ministry, Women Empowerment and Peace Building.

### About the Project

CRS and JDPC Jos proposed a 6-month integrated emergency response project to conflict-affected individuals in Bokkos LGA, Plateau State, North Central Nigeria. The project is funded by LDSC and will target the most vulnerable conflict-affected individuals in the areas of water sanitation and hygiene, agriculture, and shelter. We are looking to fill the position of WASH Officer, which will report to the JDPC program coordinator and have a technical reporting line to the CRS infrastructure and hygiene Promotion program managers.

### ● **Summary of the situation in Bokkos**

Bokkos LGA is located in the central part of Plateau State with a projected population of 264, 100 people. For over 10 years, Bokkos LGA has been plagued by sustained killings, resulting in the death of hundreds of people and the destruction of houses and farmlands, leaving a trail of devastation and despair in its wake as many have forcefully left their ancestral land to leave as IDPs in neighboring communities. The sustained attacks on Bokkos over the past decade have had far-reaching implications on farmers as they are unable to tend to their crops, herders fear venturing into the fields with their livestock, and market traders struggle to make ends meet in an atmosphere of fear and insecurity. Proficient agricultural experts to revive and bring to stability the once-thriving economy of Bokkos will be of utmost importance.

## Specific Responsibilities:

### Project Design and Implementation

- The WASH Officer will provide technical assistance to the Infrastructure/Hygiene Promotion Program Manager with all elements of WASH programming not limited to planning, designing, development, implementation, monitoring, and evaluation. The WASH Infrastructure Officer will:
- Take the lead in identifying community water and sanitation requirements, including conducting needs assessments, and contributing to technical water and sanitation solutions.
- Supervise field-level WASH infrastructure works related to the project (e.g., supervision of contractors, suppliers, Partner staff, local artisans, and construction supervisors).
- Provide oversight of all construction administration activities for WASH Infrastructure and provide certification reports for final completion and to initiate liquidations.
- Contribute to the development of Bills of Quantities (BoQs), technical drawings, and tender documents.
- The WASH officer under the supervision of the JDPC Program Coordinator, will oversee the drafting of technical specifications, which will include the drafting of technical documentation, designs, and drawings, as well as technical bills of engineering measurement and evaluation for all water and sanitation activities under the emergency program.
- Work closely with construction supervisors providing technical expertise related to the planned infrastructure works to be carried for WASH, including but not limited to construction best practices and construction administration, water quality testing and treatment, and technical assessments.
- Support construction supervisors to utilize simple infrastructure monitoring tools and supervision of local artisans. (e.g., checklists).
- Support in trainings for ‘Community WASH Focal Points’ on WASH infrastructure monitoring, operations, and maintenance.
- Review and highlight opportunities for Protection, safeguarding and Gender mainstreaming in the proposed sector activities and follow up to ensure, protection principles are integrated during activity design and implementation.
- Help the Hygiene Promotion Team in planning and implementing needs assessments, baseline studies and conduct hygiene promotion sessions.
- Plan all field activities in communities that reduces WASH-related health risks by training and supervising Community Mobilizers.
- Under the technical supervision of the WASH Project Officer, launch community led cleaning campaigns and identify waste collection and disposal points.
- Set up monitoring systems for Community Mobilizers for daily inspection of community latrines, drainages, and solid waste collection points.
- Support Community Mobilisers to conduct public Hygiene Promotion sessions a week in each neighborhood or village.
- Support community mobilisers to conduct Hygiene Promotion sessions once a week with children, plan child to child hygiene sessions and organize events every two weeks with children to raise hygiene and health awareness.

- Carry out mobilization of key community stakeholders including protection committee, youths, women, men and host communities to participate in community awareness events/meetings.
- Liaise with community leaders and other sectors and agencies working locally to coordinate within the WASH sector and between sectors such as health, nutrition, and shelter.
- Support NFI registration and distribution, including OSM and PDM activities.
- Ensure that all WASH data within the staff's portfolio of sites is well managed and provides an accurate representation of the reality on the ground.

### **Reporting**

- Compile and submit timely weekly activity reports and monthly progress reports.
- Advise management about issues affecting project implementation, or key local issues affecting future project developments.
- Complete additional reports as needed.

### **Basic Qualifications (BQs)**

- Knowledge of Sphere standards as relates to WASH Sectors.
- Proficient in Microsoft Office software applications (PowerPoint, Word, Excel, Outlook Access).
- Proficiency with engineering designs/mapping software applications (AutoCAD, QGIS, ArcGIS).
- Effective inter-personal skills, consensus-building.
- Planning and organization skills and analytical approach
- Demonstrated experience of integrity and professionalism
- Good knowledge of the intervention area/s and local economy
- Good time management skills with ability to multitask.
- Strong customer service orientation with good communication and interpersonal skills
- Proactive, resourceful, solutions oriented and results oriented.

### **Generic professional competencies:**

- Be ready to work in complex and volatile contexts.
- Documented results related to the position's responsibilities.
- Some knowledge of English language
- Knowledge of cash-based interventions and market-based programmes.

### **Context/ Specific skills, knowledge, and experience:**

- Bachelor's degree in civil engineering, public health, or related field.
- At least three years of practical experience in relevant community development, health, WASH, or similar programs with demonstrated experience in a Gender, Protection or Community Mobilizer role, preferably with an international NGO.
- Excellent communication skills.
- Excellent computer skills

- Understanding of local language commonly spoken and local context in Bokkos LGA of Plateau state.

**Required Travel:** 100% vehicle travel to project sites, preferably staff is based in the site.

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.