



JOB DESCRIPTION

JD Unique ID	100116
Job Title	Project Coordinator
Company/Employer	Self Help Africa
Location	Kano State, Nigeria, with regular travel to Kura and Garun Malam LGAs and other project locations (<i>No relocation support provided</i>)
Contract type	Fixed term contract, full-time (local recruitment)
Period	18 months
Remuneration	₦15.7m annual gross
Reports to	Head of WASH Programmes
Organisation overview	About Self Help Africa Established in 1984, Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life. In early 2023, we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise- focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources. Our wider organisation also includes social enterprise subsidiaries Partner Africa, which provides ethical auditing and consultancy services, and CUMO, Malawi's largest micro-finance provider. Our three core values are: ▪ Impact: We are accountable, ambitious and committed to systemic change. ▪ Innovation: We are agile, creative and enterprising in an ever-changing World. ▪ Community: We are inclusive, honest and have integrity in our relationships.
Programme description	Self Help Africa is implementing an 18-month programme, "Improving and sustaining safe water access and water security in Kano", Nigeria, with funding from The Coca-Cola Foundation. The programme seeks improve sustainable access to safe, reliable drinking water for communities in the Kano River minor basin while strengthening rural water service delivery systems in Kano State. The intervention will directly benefit approximately 217,500 people in 195 communities across Kura and Garun Malam LGAs. It will rehabilitate non-functional water schemes, improve water quality through inline



	chlorination, and introduce a professionalised, performance-based maintenance model for rural water services. The project will pilot a results-based financing model covering selected water facilities in Garun Malam LGA, including hand pumps and piped schemes. Local Area Mechanics will be trained and contracted to provide preventive maintenance, emergency repairs and regular functionality inspections against agreed performance indicators. The project will also contribute to water replenishment and improved water security and volumetric water benefits within the Kano River minor basin by increasing safe water production and improving the reliability of existing water systems. Monitoring of water production and distribution will support tracking these benefits throughout the programme. The initiative will also strengthen LGA WASH Departments and RUWASSA, use digital tools such as mWater to track functionality and service performance, establish stronger supply chains for spare parts and water treatment inputs, and generate evidence and learning to inform wider adoption of sustainable rural water service delivery and financing models. The core objectives of the project are: 1. Improve access to safe drinking water and service levels in target communities within the Kano River minor basin through rehabilitation and water quality improvements. 2. Improve the reliability and sustainability of rural water services through the adoption of a professionalized, performance-based maintenance model. 3. Promote the adoption of a scalable rural water service delivery and financing model within Kano State and nationally.
Job Purpose	Self Help Africa is looking for a dynamic WASH professional with strong programme management, rural water service delivery and systems strengthening experience to coordinate the implementation of the Sustainable Access to Safe Water programme in Kano State. The Project Coordinator will provide overall operational, technical and strategic coordination for the programme, ensuring that activities are delivered effectively, on time, within scope and budget, and in compliance with SHA and donor requirements. The post holder will coordinate the project team, work closely with government and community stakeholders, oversee implementation across the target LGAs, and ensure that programme learning and evidence are documented and used to strengthen the model. The Project Coordinator will manage staff, partners, resources, and interface with stakeholders at the state level to achieve the programme's targets, and objectives on time, within scope and budget in compliance with donor requirements.

Key Responsibilities	Strategic Coordination and Programme Management • Lead overall day-to-day implementation of the Sustainable Access to Safe Water programme in line with the approved proposal, work plan, budget and donor requirements. • Coordinate the Project team, including the MEAL Officer and LGA Technical Officer, ensuring clear work planning, task allocation, follow-up and delivery against agreed targets. • Develop and regularly review detailed implementation plans, procurement plans, activity schedules and delivery priorities across Bunkure, Kura and Garun Malam LGAs. • Ensure effective sequencing and coordination of water facility assessments, rehabilitation, inline chlorination, Local Area Mechanic engagement, service contracting, preventive maintenance and results-based payments. • Oversee the introduction and implementation of the 'Uptime' type results-based financing model, ensuring that service delivery arrangements, KPIs, verification processes and performance reviews are clearly understood and consistently applied. • Coordinate with existing SHA programmes, including DiSuRWIN and OPTIC, to maximise technical synergies, avoid duplication and share tools, training, monitoring and learning opportunities where appropriate. • Monitor implementation progress, identify bottlenecks and risks, and take timely corrective action in consultation with the Head of WASH Programmes and relevant SHA teams. Technical Implementation and Quality Assurance • Provide overall coordination and quality assurance for technical assessments, rehabilitation and upgrading of water facilities, including boreholes, solar-powered motorised piped schemes, meters, chlorination systems and related works. • Ensure that water quality testing, commissioning, chlorination, monitoring and reporting are carried out in accordance with agreed technical standards and programme requirements. • Support the strengthening of Local Area Mechanics, Water Point Committees/WASHCOMs and LGA WASH structures to improve routine maintenance, reporting, tariff management, accountability and service sustainability. • Ensure that mWater and other programme monitoring tools are used effectively to track functionality, downtime, maintenance response, water quality, chlorine availability and service performance.
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Stakeholder Engagement, Coordination and Representation

- Maintain effective working relationships with Kano State RUWASSA, LGA WASH Departments, relevant state and local government authorities, traditional leaders, community structures, Local Area Mechanics and other programme stakeholders.
- Coordinate stakeholder engagement, inception meetings, technical reviews, performance review meetings, community consultations and learning events required for effective programme delivery.
- Represent SHA and the programme at relevant state and LGA WASH coordination platforms and other technical meetings as delegated.
- Facilitate formalisation and implementation of relevant MoUs, service contracts, community commitments and other agreements required for clear roles, accountability and continuity of services.

Monitoring, Evaluation, Learning and Reporting

- Work closely with the MEAL Officer to ensure timely collection, verification, analysis and use of programme data for decision-making and adaptive management.
- Ensure regular monitoring of programme outputs, outcomes and performance indicators, including functionality, downtime, water quality, service provider performance and results-based payments.
- Coordinate baseline/endline activities, cost modelling inputs, documentation of implementation experience and other evidence-generation activities required to assess the performance and scalability of the model.
- Ensure timely preparation and submission of high-quality donor reports, internal progress reports, activity reports, learning products and other programme documentation.
- Facilitate documentation and dissemination of lessons, challenges and evidence through state and national WASH learning and coordination platforms.

Finance, Compliance and Resource Management

- Work with Finance and Operations teams to ensure sound financial management, appropriate expenditure and timely liquidation of project advances in line with SHA and donor requirements.
- Monitor project expenditure against approved budgets and work plans and promptly flag variances, risks and required budget adjustments.
- Coordinate with Procurement to ensure timely procurement and availability of rehabilitation materials, chlorination supplies, spare parts, testing equipment and other project inputs.

	• Ensure compliance with SHA policies and procedures, donor requirements, contractual obligations and applicable safeguarding and risk management standards. Team Management and Safeguarding • Provide effective leadership, coaching and support to project team members and promote a collaborative, accountable and results-oriented working environment. • Manage the performance of direct reports through clear objectives, regular check-ins, feedback and performance development processes. Transparency, Compliance and safeguarding • Employ the highest standards of openness, transparency and accountability to ensure good financial management in line with SHA's zero-tolerance approach to fraud, bribery and corruption. • Demonstrate commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities • Provide support to established feedback, complaints and response mechanism across implementation communities to ensure programmatic and operational decisions are informed by local perspectives and priorities, and contribute to the protection of program participants at the LGA level. Accountability In line with Self Help Africa's commitments under the Core Humanitarian Standard (CHS), the job holder will: • actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E). • work with relevant colleagues to ensure that the Community Feedback and Response Mechanism (CFRM) is functional and accessible, that feedback and complaints are welcomed and addressed. • work with relevant colleagues to ensure that information about CFRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.
Key Relationships	Internal: Head of WASH Programmes, MEAL, Finance & Compliance, Procurement, Operations, Security, Programme and Global WASH teams. External: Kano State Rural Water Supply and Sanitation Agency (RUWASSA), LGA WASH Departments in Bunkure, Kura and Garun Malam, relevant State and Local Government authorities, traditional and community leadership structures.

	Partners and service providers: Local Area Mechanics, Water Point Committees/WASHCOMs, Water Facility Caretakers, Community Health Extension Workers, Environmental Health Workers, laboratories and other technical service providers. Other stakeholders: Federal Ministry of Water Resources and Sanitation, relevant WASH coordination and learning platforms, development partners and other sector actors as appropriate.
Knowledge, Experience and Other Requirements	Education and Experience • University Degree in Civil/Water Engineering, Public Health, Social Sciences, Development Studies or a related field. • At least 7 years of relevant programme/project management experience with an INGO/NGO, preferably in the WASH sector. • Demonstrated experience coordinating and managing complex WASH programmes involving multiple stakeholders, implementation locations and technical activities. • Strong understanding of rural water service delivery, water facility functionality, preventive maintenance, water quality and/or professionalised maintenance service models. • Experience working with government institutions, particularly State and Local Government WASH structures, and experience engaging communities and local service providers. • Experience coordinating field teams and service providers and managing implementation across multiple LGAs or geographically dispersed locations. • Experience with performance-based approaches, results-based financing, service contracts, key performance indicators and/or professionalised maintenance models is an advantage. • Experience in programme monitoring, data use, reporting, learning and adaptive management. • Experience managing project budgets, working with Finance and Procurement teams, and ensuring donor and organisational compliance. • Experience developing quality donor reports, learning products, presentations and other programme documentation. • Experience with digital monitoring tools such as mWater or similar platforms is an advantage. • Experience working with Local Area Mechanics or similar rural water service providers is an advantage. Skills: • Project management and implementation • Excellent coordination, planning, prioritisation and organisational skills



	• Strong leadership, communication, problem solving and decision-making skills • Stakeholder engagement, networking, facilitation and negotiation • Monitoring, evaluation, learning and use of data for decision-making • Budget monitoring, financial accountability and compliance • Reporting and documentation • Strong computer literacy and proficiency in MS Office • Commitment to safeguarding, including child protection, PSEA, GBV prevention and response Desirable • Experience in systems strengthening in WASH. • Knowledge of the Kano State WASH context and rural water service delivery environment. • Relevant local language competency, particularly Hausa. • Positive outlook and team spirit. • Adaptable and responsive disposition relative to the demands of the project. Language Requirements: Excellent written and oral proficiency in English and Hausa language is required.
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Application Procedure:

Fill and send the attached Self Help Africa form and send your cover letter and CV in a single document (of not more than **6 pages**) to the link provided on the website.

Email title must be same as the position you are applying for and the location of the position

The deadline for this application is **25th October 2026**. You are advised to apply early, as applications will be treated on a roll-in basis. Only shortlisted candidates will be contacted.

Self Help Africa strives to be an equal opportunity employer.

Self Help Africa is an international development charity, and is committed to the safeguarding of all those who we come into contact with or through our work. We are committed to preventing any type of unwanted behaviour relating to our work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and we are committed to promoting the welfare of children and the people we aim to assist with whom Self Help Africa engages. Self Help Africa expects all staff and volunteers to share this commitment and uphold the values and behaviours outlined in the [Code of Conduct](#) and [Child and Adult Safeguarding Policy](#), inside and outside of work hours. We place a high priority on ensuring that only those



who share and demonstrate our values are recruited to work for us. Recruitment to all roles in Self Help Africa may include, and be subject to, a criminal records self-declaration, references, and other pre-employment checks, which may include police and qualifications checking. Self Help Africa is committed to the principles of the Misconduct Disclosure Scheme and will request information from previous employers about any findings of sexual exploitation, sexual abuse or sexual harassment during employment. By submitting an application, the applicant confirms her/his understanding of these recruitment procedures.

Research shows that women and those from marginalised ethnic groups are less likely to apply to jobs unless they meet every single requirement. If you're excited about this role but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!