

**JOB DESCRIPTION**

<b>Job ID</b>	96731
<b>Job Title</b>	WASH Field Facilitator (Water Supply and Sustainability)
<b>Company/Employer</b>	Self Help Africa- Malawi
<b>Location</b>	Dowa
<b>Contract type</b>	Full time Fixed Contract
<b>Reports to</b>	WASH AND CLIMATE RESILIENCE PROJECT MANAGER
<b>Organisation Overview</b>	<p><b>About Self Help Africa</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p><u>Our three core values are:</u></p> <ul style="list-style-type: none"> <li>• <b>Impact:</b> We are accountable, ambitious and committed to systemic change.</li> <li>• <b>Innovation:</b> We are agile, creative and enterprising in an ever-changing World.</li> <li>• <b>Community:</b> We are inclusive, honest and have integrity in our relationships.</li> </ul>
<b>Job Purpose</b>	<p>The position is based in Thyolo district under the WASH and Climate Resilience project and the WASH Field Facilitator will be responsible for facilitation of District Wide Assessment and updating of water assets in the district.</p> <p>This role involves the facilitation of both development (hardware and software implementation) and the long-term sustainability of water point functionality, including the effective management of rural maintenance services.</p> <p>The role reports to the WASH AND CLIMATE RESILIENCE PROJECT MANAGER and will provide critical support to two key roles:</p> <ol style="list-style-type: none"> <li>1. WASH Monitoring, Evaluation, Accountability, and Learning (MEAL) Coordinator and Officer: By assisting in the implementation of the project activities and facilitating key meetings and trainings</li> </ol>
<b>Key Responsibilities</b>	<p><b>Project Planning, Stakeholder Engagement and Implementation</b></p> <ul style="list-style-type: none"> <li>• Work closely with the MEAL team to support district-wide water point mapping, climate vulnerability assessments, and related field investigations using mWater and other approved digital data collection tools.</li> <li>• Contribute to the integration of project findings into District Strategic Investment Plans (DSIPs), district WASH coordination mechanisms, and climate resilience planning processes.</li> </ul> <p><b>Capacity Building and Systems Strengthening</b></p>

	<ul style="list-style-type: none"> <li>Facilitate and support the training of district stakeholders, Area Mechanics, and WMAs in water data collection, water point functionality monitoring, climate-risk informed planning, and basic spatial analysis for evidence-based decision making.</li> <li>Strengthen coordination and accountability linkages between WMAs, WPCs, Area Mechanics during data collection.</li> </ul> <p><b>Monitoring, Evaluation, Reporting and Learning (MEAL)</b></p> <ul style="list-style-type: none"> <li>Work closely with the WASH MEAL Coordinator and Officer to ensure quality collection, verification, and management of WASH and climate resilience data.</li> <li>Support routine monitoring and spot check of teams collecting data and validation of the data being collected.</li> <li>Prepare and submit weekly, monthly, and quarterly work plans and progress reports detailing activities implemented, key achievements, challenges encountered, lessons learned, and corrective actions taken.</li> <li>Participate in project review, reflection, and learning meetings, contributing field-level insights to strengthen adaptive management and evidence-based programming.</li> <li>Document and submit impact stories, case studies, lessons learned, and good practices demonstrating improvements in drought preparedness, climate resilience, water security, and sustainable WASH service delivery at community level.</li> </ul> <p><b>Safeguarding, Inclusion and Cross-Cutting Themes</b></p> <ul style="list-style-type: none"> <li>Promote the integration of gender equality, women’s leadership, disability inclusion, environmental management, protection, safeguarding, HIV/AIDS awareness, and emerging public health priorities across all project activities.</li> <li>Ensure implementation of all activities in line with SHA safeguarding policies, accountability commitments, and ethical standards, including the promotion of safe and accessible feedback and reporting mechanisms for communities and project participants.</li> <li>Support inclusive participation of vulnerable and climate-affected populations in planning, decision-making, and resilience-building interventions.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>Support the integration of women’s empowerment and leadership; accountability; and SHA mainstreaming issues (Environmental Management, Gender and Social Inclusion, Protection, HIV/AIDS, disability, and emerging health challenges) throughout all aspects of the project cycle.</li> <li>Promote community awareness on safeguarding, accountability, environmental sustainability, and equitable access to safe and climate-resilient WASH services.</li> <li>Ensure implementation of project activities in line with SHA’s safeguarding policy and procedures. This includes ensuring promotion of feedback channels to project participants and reporting concerns and feedback.</li> </ul>
<b>Key Relationships</b>	<p><b>Internal:</b></p> <p>WASH AND CLIMATE RESILIENCE PROJECT MANAGER  WASH Project Engineer  MEAL Coordinator</p>

	<p>MEAL Officer</p> <p><b>External</b></p> <p>Partner organisations District water office Construction contractors</p>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• At least bachelor's degree preferred in Public Health or Environmental Health, Community Development or other relevant subjects.</li> <li>• Advanced Diploma with 3 years' practical experience in implementing donor funded projects will be considered in lieu of bachelor's degree</li> </ul>
<b>Knowledge, Experience and Other Requirements</b>	<ul style="list-style-type: none"> <li>• At least 3 years of practical experience in facilitating rural WASH activities or other development activities facilitation and reporting with a good understanding of participatory tools, gender, HIV and AIDS, environment, capacity building and human rights issues,</li> <li>• Have skills and experience in accurate data collection, using digital tools such as mWater, KoboCollect, and contributing to project reports and impact stories.</li> <li>• <b>MUST</b> have a deep understanding of challenges around managing of rural water supply and emerging call for professionalised Rural Water maintenance for Hand Pumps</li> <li>• Have proven ability to train and mentor local structures, specifically Water Point Committees (WPCs) and Water User Associations (WUAs), focusing on leadership and financial management.</li> <li>• Demonstrable understanding of safeguarding risks and mitigating actions.</li> <li>• Good interpersonal, communication, facilitation and report writing skills.</li> <li>• Computer skills especially word processing, spreadsheets and internet</li> <li>• Proactive and highly motivated individual who requires the minimum of supervision</li> <li>• Strong respect and empathy for rural communities; a deep personal commitment to promoting women's rights; as well as an affinity to SHA's mission and values of human respect, partnership and integrity</li> <li>• Valid Malawian motorcycle driving license and willingness to travel to the field on a motorbike <b>(A MUST)</b>.</li> </ul>

Self Help Africa takes the safety and well-being of all those we work with, and our staff, very seriously. We have a zero-tolerance policy on abuse. Our recruitment is safe, meaning that we recruit staff with the highest values and standards of ethical behaviour. Self Help Africa has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

For more information about the organisation, please visit our website at [www.selfhelpafrica.net](http://www.selfhelpafrica.net).

*All candidates offered a job with Self Help Africa will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa strives to be an equal opportunities employer**