

JOB DESCRIPTION

JD Unique ID	97909
Job Title	WASH PROJECT MANAGER
Company/Employer	SELF HELP AFRICA
Location	LILONGWE
Contract type	Fixed Term Full Time
Reports to	DEPUTY WASH PROGRAMME MANAGER
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. About the Project This project aims to strengthen the sustainability of Water, Sanitation and Hygiene (WASH) services in 45 primary schools with P-Class learners across Nsanje, Dedza, and Salima districts in Malawi by piloting a contextualised Three Star Approach for WASH in Schools. Building on existing WASH infrastructure, the project will improve daily hygiene practices, establish sustainable operation and maintenance (O&M) systems, strengthen school and community ownership, and enhance district-level monitoring and accountability. Implemented by Self Help Africa Three-Starship with UNICEF, WASHTED, district authorities, and government ministries, the project will support schools to

	progressively achieve One Star, Two Star, and Three-Star WASH standards through supervised handwashing, improved sanitation and menstrual hygiene management, school-led O&M financing, and institutional capacity building. By embedding the approach within existing government and community structures, the project seeks to improve children's health, attendance, and learning outcomes while generating evidence for scaling up sustainable school WASH management across Malawi.
Job Purpose	Reporting to the Deputy Program Manager (DPM), s/he is accountable for the overall planning, implementation, monitoring, quality - control and reporting of all WASH Projects. S/he will manage human, financial and other resources for all the WASH Projects. S/he will have responsibility for ensuring that the projects are managed effectively and efficiently. S/he will line manage all WASH Project Teams in Nsanje, Dedza and Salima , working in close collaboration with Project Accountant, MEAL Intern and National MEAL Manager. S/he will also oversee implementation of school WASH projects in the 3 districts of Nsanje, Dedza and Salima including staff.
Key Responsibilities	• Provide overall day to day management oversight for the planning and delivery of the project in all 3 districts of Nsanje, Dedza and Salima (Each district has 15 schools totaling up to 45 schools), ensuring that the project is implemented within acceptable quality, timeframe and budget. • Ensure the implementation of the project is in compliance with UNICEF requirements, government policies and global and national standards. • Provide technical leadership in school WASH three star activities and all related WASH activities within the school. • Ensure effective project budgetary control and monitoring is in line with SHA's financial procedures and guidelines, and fraud and risk management policies. • Produce timely and quality technical and financial reports both for donors and internal use; timely review & submit the reports to DPM for review. • Ensure proper project/program assessments, design, monitoring, evaluation and knowledge management processes are employed in the WASH program; and fully engage to make sure that appropriate monitoring tools including electronic based platforms are used to support the monitoring and decision-making processes. • Develop and submit weekly updates and monthly monitoring and documentation reports to Deputy WASH Program Manager. • Ensure that appropriate human resource performance monitoring mechanisms with proper coaching and mentoring are practiced enhancing smooth staff relations and accountability. • Work with the WASH Program Manager to handle WASH donors, support donors and partners' visits, briefings and meetings.

	- Promote major cross cutting themes including environment, gender, protection, disability, peace building and core values of the organization. - Ensure implementation of project activities in line with SHA's safeguarding policy and procedures. This includes ensuring promotion of a positive culture of openness and transparent where team members are able to raise concerns. - Represents SHA at national sector technical forums, events and meetings, where agreed with WASH Program Manager
Key Relationships	Internal: Deputy WASH Program Manager WASH Project Engineer WASH Field Facilitators Project Accountant Stores and Administration Officer National MEAL Manager MEAL Intern External Implementing partners District Council
Qualification	At least Bachelor's Degree in a relevant field like Public/Environmental Health, Community Development or related discipline, a master's degree being an advantage.
Knowledge, Experience and Other Requirements	- At least 5 years' relevant experience in WASH in an international NGO working as a Project Manager - Demonstrable experience in project management and people management - Strong character traits, ability to handle stress, cultural and gender sensitivity and integrity - Proven experience of managing donor(s) funded projects or programs - Good computer skills including MS Word, Excel and internet - Knowledge and Experience in WASH in schools and Hygiene promotion and Operation and maintenance services. - Demonstrable understanding of safeguarding risks and mitigating actions. - Experience in developing and implementing monitoring and evaluation systems including monitoring - Experience in proposal development, budget preparation and report writing - A full clean driving license and ability to drive a four-wheel drive manual vehicle is essential. - Excellent communication skills, both oral and written in English - Creates and encourages a climate of team-work and collaboration in a diverse cultural environment. - Has high-level management and supervisory skills



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.

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.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date

Self Help Africa strives to be an equal opportunities employer