



## JOB DESCRIPTION

|                               |   |
|-------------------------------|---|
| <b>JD Unique ID:</b>          | <b>60527</b>  |
| <b>Job Title:</b>             | LGA Project Officer – WASH Systems for Health   |
| <b>Company:</b>               | Self Help Africa  |
| <b>Location:</b>              | Kano/Jigawa/Kaduna/Cross River (Final States to be determined)  |
| <b>Contract type:</b>         | Local recruitment, Fixed term contract, full-time   |
| <b>Period</b>                 | 2 years (renewable)   |
| <b>Reports to:</b>            | <b>State Project Coordinator</b>  |
| <b>Organisation overview:</b> | <p><b>About Self Help Africa</b></p> <p>Self Help Africa (SHA) is an international development organisation headquartered in Dublin, Ireland and dedicated to the vision of <i>‘Sustainable livelihoods and healthy lives for all in a changing climate’</i>. We have almost 50 years of experience working in Africa, including 25 years in Nigeria (as United Purpose and Concern Universal).</p> <p>In 2021, Self Help Africa merged with United Purpose (UP), doubling our size. The organisation now works in 17 programme countries. 15 of these are in sub-Saharan Africa while subsidiary organisations, ‘Self Help Brazil’ and ‘Self Help Bangladesh’, have been created for our programmes in the two countries where we are working outside of Africa.</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, TruTrade - an innovative trading platform in East Africa, and CUMO - Malawi’s largest micro-finance provider.</p> <p>Our three core values are:</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> <p>To achieve our organisational mission, we work across numerous sectors, such as Agriculture, Climate &amp; Environment, Enterprise, Energy, Nutrition, and WASH. Our global WASH portfolio currently spans 10 countries, 25 active projects, and has reached 5 million people with safe water, and 5 million for sanitation to date.</p> |



|                               |  |
|-------------------------------|--|
|                               | <p>In Nigeria, we have a strong reputation in the WASH sector for our work on rural sanitation, having achieved the country's first ODF LGA, and our systems strengthening approach to sustainable WASH service delivery.</p>  |
| <b>Programme Description:</b> | <p>SHA has been awarded a GBP£5m programme focused on WASH systems strengthening, covering Nigeria and Sierra Leone. We would lead the overall consortia, and the work in Nigeria, whilst another INGO would lead work in Sierra Leone, under our oversight and overall consortia leadership.</p> <p>The aim of the programme is to strengthen the systems needed to establish and sustain reliable, resilient and inclusive WASH services. The programme will be for a duration of 4 years.</p> <p>The precise intervention locations in Nigeria will be finalised during the inception phase, and may include (but not necessarily be limited to) northern states such as Kano, Jigawa and possibly Kaduna. This role is to be based in the implementation state.</p> <p>The three broad focus areas of the programme are:</p> <ol style="list-style-type: none"> <li><b>Priority 1:</b> Strategic planning and budgeting for sustainable service delivery using defined Service Delivery Models and strengthening capacities and processes for accountable and inclusive planning and budgeting for WASH.</li> <li><b>Priority 2:</b> Support decentralised implementation of the Clean Nigeria Campaign in pursuit of the elimination of open defecation nationwide, demonstrating effective approaches to ODF, Market-Based Sanitation and ODF sustainability, in target LGAs, for scaling.</li> <li><b>Priority 3:</b> Facilitate systems leadership and support the mobilisation of a network of WASH champions by strengthening nationwide non-governmental sector organisations and networks, and their respective capacities and mentoring processes.</li> </ol> |
| <b>Job Purpose:</b>           | <p>SHA is looking for a WASH professional with programme management experience to support the programme at the LGA level while promoting the organisation's mission and vision and deepening our impact through delivery of high-quality intervention. The LGA Project Officer will be responsible for ensuring programme activities are properly implemented at the LGA level. S/he will ensure effective and efficient planning, implementation, monitoring, evaluation and learning at the LGA level.</p> <p>S/he will and interface with stakeholders and partners at the LGA level to achieve the programme's targets, and objectives on time, within scope and budget in compliance with donor requirements.</p>   |
| <b>Key Responsibilities:</b>  | <p><b>Effective Implementation and Programme Quality</b></p> <ul style="list-style-type: none"> <li>Ensure programme quality assurance and oversight, which includes regular field visits in the LGA where s/he works.</li> </ul>  |

- Support the State Project Coordinator to ensure monitoring and evaluation, including climate resilience, WASH access surveys, service delivery model assessments, feeding information into costed plans, and strengthening of monitoring processes.
- Provide support to monitor risks that arise in the course of project implementation, and implement rapid risk mitigation measures including effective communication to all stakeholders at the LGA level.
- Ensure compliance with donor and SHA's policies and procedures related to programme implementation at the LGA level.

**Strengthening and capacity building of LGA partners and WASHCOM Groups:**

- Support Project stakeholders at the LGA level, and WASH Unit in developing training guide to facilitate WASH activities in the communities.
- Facilitate capacity building of LGA WASH departments/units, Civil Society Organizations (CSOs) and work closely with the national market-based sanitation consultant, the LGA WASH unit, market actors and other community partners and stakeholders in rolling out an adopted sanitation marketing approach in fragile context.
- Support the development of Strategic Behaviour Change Communication (SBCC) materials to local and project context in coordination with stakeholders at the LGA level.
- Provide technical support to field teams in designing and conducting capacity building activities for WASHCOMs as per capacity development plan.

**Representation and Networking**

- Support the State Project Coordinator, Project Manager and MEL team, to conduct participatory WASH systems analysis in the LGA.
- Represent the Programme and where needed SHA at LGA networks and events; LTGS, LGA WASH Steering Committees at LGA level and provide necessary information to support the State Project Coordinator.
- Ensure a good coordination between partners in the LGA in terms of programme delivery and coherence of implementation outputs.

**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 at the LGA level.
- Demonstrate commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities.
- Provide support to establish feedback, complaints and response mechanism across communities of implementation 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.



|   |   |
|---|---|
| <b>Key Relationships:</b>                           | <p><b>Internal:</b> State Project Coordinator, Programme Manager, Head of WASH Programmes, Global WASH, Programme, MEAL, Operations, Finance &amp; Compliance and Security teams.</p> <p><b>External:</b> LGA WASH Unit, Local Task Group on Sanitation (LTGS), LGA Budget &amp; Planning Department.</p>   |
| <b>Knowledge, Experience and Other Requirements</b> | <p><b>Education and other qualifications:</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification, preferably at First degree, in Engineering, social science, public health or related field.</li> <li>• Demonstrable work experience in the development sector with experience managing complex programmes in the WASH sector.</li> <li>• ICT operation, and proficiency in MS Office.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least 4 years' working experience with INGO/NGO in the WASH sector or equivalent position.</li> <li>• Demonstrate conceptual understanding in systems strengthening, market-based sanitation, government planning and budgeting, accountability and advocacy, resilience and community-led approaches.</li> <li>• Demonstrate conceptual understanding of effective approaches to ODF, Market-Based Sanitation and ODF sustainability</li> <li>• Experience working collaboratively with local governments in Nigeria.</li> <li>• Conceptual understanding of MEAL, and using monitoring and learning information to adapt programmes for maximising efficiency and effectiveness</li> <li>• Experience in capacity building, training facilitation</li> <li>• Experience working with culturally diverse teams.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Project management and implementation</li> <li>• Excellent coordination skills (and ability to coordinate several tasks at once and managing priorities)</li> <li>• Effective communication, problem solving and decision-making skills and diplomacy in communication</li> <li>• Respect for cultural diversity and gender sensitivity</li> <li>• Communication, networking, facilitation and mobilisation.</li> <li>• Reporting and documentation</li> </ul> <p><b>Language Requirements:</b></p> <p>Excellent written and oral proficiency in English language is required and relevant local language competency is an added advantage.</p> |

#### **Application Procedure:**

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

In the cover letter, please ensure to explain the following:

1. Why you are applying for the position
2. How do your skills and experiences meet the job's specification
3. When will you be able to take up the position if successful.



The deadline for this application is **5<sup>th</sup> April, 2024**. You are advised to apply early, as applications will be treated on rolling basis. Only shortlisted candidates will be contacted.

*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 opportunity employer.**