**JOB DESCRIPTION**

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| **JD Unique ID:** | **External Vacancy** |
| **Job Title:** | Project Manager– WASH  |
| **Company:** | Self Help Africa / United Purpose |
| **Location:** | Banjul, The Gambia |
| **Contract type:** | Fixed – Term (12 months) and extendable |
| **Hours:** | 8 Hours+ 1hour break (Monday to Thursday) 4 Hours + 1 hours break Hours (Fridays) |
| **Reports to:** | **Programme Coordinator** |
| **Salary:** | Attractive  |
| **Organisation overview:** | **About Self Help Africa & United Purpose** In 2021, Self Help Africa merged with United Purpose. This international organisation aims to alleviate hunger, poverty, social inequality, and the impact of climate change through community-led, market-based, and enterprise-focused approaches. Hence, people have access to nutritious food, clean water, decent employment, and incomes while sustaining natural resources. The merger process when completed, the Gambia programme will be called Self Help Africa Gambia.Self Help Africa/UP is an international development organisation that works on a range of sectoral interventions, to end hunger and extreme poverty. The organisation has programmes in 15 countries in sub-Saharan Africa and implements projects in Brazil and Bangladesh.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, TruTrade, an innovative trading platform in East Africa, 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-changingworld.▪ Community: We are inclusive, honest, and have integrity in our relationships.**SHA/UP Gambia:** SHA/UP (formerly called Concern Universal) has been present in the Gambia since 1995 and is hence one of the INGOs with the longest continual period of operations in the country. SHA/UP Gambia has programs covering all regions of the country, in sectors such as agriculture, enterprise, WASH and waste management. **SHA/UP WASH:** SHA/UP has reached over 5 million people with improved water supply access, and over 5 million people live in communities declared open defecation free with SHA/UP’s support. SHA/UP currently has WASH activities in 25 projects across 10 countries. The recently launched Global WASH Strategy outlines SHA/UP’s progressive, transformative approach to WASH, seeking not only to sustainably improve WASH access and waste management in the localities where we work but to have a catalytic effect in the country’s WASH sector, helping to increase the scale of the benefits of our great ideas.SHA/UP Gambia has a steadily growing WASH and Waste Management portfolio. This includes a rural water portfolio that is currently nationwide looking at handpump sustainability, and a very progressive CRR-focussed pilot, looking at increasing service levels and strengthening the sustainability of solar-powered pumped water schemes in rural areas. This latter project is exciting in that it looks at management and maintenance models for these solar schemes, as well as mechanisms to raise from basic water access to safely managed access. |
| **Job Purpose:** | This position will manage and lead the implementation of Water, Sanitation & Hygiene (WASH) projects and is aimed at those with demonstrated project management capacity, and experience in the water/WASH sector, with good knowledge of WASH development issues. The initial focus of the post-holder will be overseeing the management and operation of our sustainable rural water supply projects: including infrastructural works on water-points/schemes, maintenance arrangements, water quality pilots and research activities, and wider monitoring and verification activities for our results-based funded water projects.  |
| **Key Responsibilities:** | The Project Manager will initially lead two safe water projects, and a small team of two staff, plus will collaborate with international and local partners, with strong relationships with the government at national and local levels.Key responsibilities include, but are not limited to:**Effective Implementation and Programme Quality*** Develop overall strategic approaches for the programs, in collaboration with partners.
* Develop and update activity plans and follow implementation with team and partners.
* Conduct regular field visits for monitoring and quality assurance of the different activities - including but not limited to water points construction, rehabilitation and repairs, quality of training provided (such as water committees training, promotion of maintenance services, sensitization on the importance of payment for water, hygiene and sanitation sensitization) deployment of surveys and studies, etc.
* Design monitoring and evaluation protocols and ensure surveys are correctly designed and deployed and that key indicators are collected to measure the efficiency and impact of the activities.
* Collaborate with project partners for co-creation and co-development of approaches, ensuring mutual respect of agreements and engagements.
* Support partner organizations and community representatives to report on project activities.
* Engagement with and capacity building of water technicians and community WASH committees and coordinates the hygiene promotion, and activities to help fight sanitary and water-borne diseases and ensures that a water management system is set up.
* Knowledge management, recordkeeping and capitalization of lessons learnt.
* Consolidating field data and reports for reporting purposes
* Ensure a high level of accountability to participants, stakeholders and donors ensuring effective feedback mechanism, regular communication, and timely production and submission of plans, reports and assessments.
* Monitor risks that arise during project implementation and implement rapid risk mitigation measures including effective communication to all stakeholders.

**Finance and Compliance Management*** Ensure compliance with all internal procedures and donor requirements.
* Control the quality of the overall administrative and financial monitoring of the project and regularly review the commitments, disbursements, and budget forecasts.
* Ensure consistency between budgetary and operational planning, aligning budgetary compliance with grant agreements and UP/SHA financial policies and procedures.
* Lead on budget amendment/realignment by closely working with the finance and compliance team.
* Draft and/or review the scope of work for the hiring and management of technical consultants, including review for technical efficacy and contract budget.

**Team Management and Safeguarding*** Provide team members with information, tools, and other resources to improve performance and reach objectives.
* Manage the performance of line-managed staff through objective setting, regular performance reviews, managing feedback and regularly monitoring performance development plans.
* Ensure the security of the project team and resources in compliance with contract management procedures and systems.
* Manage any interpersonal conflicts that may arise between different team members.
* Commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable populations including people with disabilities.
* Ensure Safeguarding and adherence to UP/SHA policies at all levels of project implementation.

**Representation, Networking and Advocacy*** Targeted analysis and information gathering on the WASH sector in Gambia.
* Representation of UP/SHA at key WASH sector forums in the Gambia
* Organizing learning events and sharing lessons learnt
* Inputting in mapping water services and building local government capacity, supporting quality assurance.
* Animating regular communication between partners to raise and follow key issues, strategic development and ensure integration across partners and within the sector.
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| **Role Competencies** | * Excellent verbal, analytical, organisational, and written skills including a good working level of English.
* Proven experience in project management (overseeing and planning activities, budget follow-up and financial control, team management, reporting etc.)
* Willingness to work as part of a team, ability to follow directions, and ability to lead a project team with an empowering and inclusive approach.
* Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission, and values.
* Good ICT skills including a good knowledge of MS Office
* Attention to detail and the ability to produce timely and accurate reports.
* Demonstrate flexibility in the face of change.
* High level of integrity, and zero tolerance approach to corruption or fraud
* Ability to manage multiple priorities without loss of composure, Determines the appropriate allocation of time.
* Demonstrate the ability to foresee problems and prevent them by taking action.
* Interact professionally with project participants and colleagues.
* Properly responds to requests with accuracy and courtesy.
* Works as a competent member of team, willingly providing back-up support for co-workers when required.
* Proficiency in quickly adapting to new technology and easily acquiring new technical skills.
* Exhibit sound judgment and ability to make reasonable decisions in the absence of direction.
* Refer problems to the appropriate person when necessary.
* Works effectively without constant and direct supervision or guidance.
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| **Key Relationships:** | **Internal*** Country Director
* Programme Coordinator (Line Manager)
* Project Assistant
* Finance Manager
* Admin, Human Resources and Procurement Coordinator
* Technical link to Global WASH Advisors

**External*** NGO Partners
* Co-Implementing Partners
* Government departments and ministries
* Donors
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| **Knowledge, Experience and Other Requirements** | **Essential*** Knowledge and experience working in the Water, Sanitation and Hygiene sector.
* A degree or postgraduate qualification in a relevant field such as Water Engineering, Water Quality, Water Resources Management, Public Health and Environmental Management, or other relevant discipline to the job scope.
* Proven project and team management experience
* Ability to analyse the specific situation where WASH activities are being carried out.
* Knowledge and experience of water and sanitation challenges facing rural communities in the Gambia, strategic perspectives around systemic barriers to progress and sustainability of WASH services in the Gambia, and progressive ideas around how to sustainably raise WASH service levels.
* Proven skills in data collection, reporting and budget management.
* Proficiency in Microsoft Excel and Word is required.
* Effective interpersonal and communication skills are required.
* Must be a good team player.
* Some experience and understanding in research and data analysis– ideally both desk-based and field research.
* Fluent in written and spoken English, with the ability to speak at least one of the Gambian local languages.
* Desirable
* Fluent in speaking two or more Gambian local languages.
* Has worked in a similar role before.
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| **Application Procedure** | <https://selfhelpafrica.org/ie/category/careers-west-africa/>1. Please download the Job description
2. Please upload a completed Application Form, CV and cover letter outlining your suitability for the role.
3. The email title must be the same as the position you are applying for and the location of the position.
4. In the cover letter (not more than 2 pages), please ensure to explain the following:

• Why you are applying for the position • How do your skills and experiences meet the job’s specification • When will you be able to take up the position if successful? 1. The deadline for this application is **Friday 26th April 2024.** You are advised to apply early, as applications will be treated on a rolling basis. Only shortlisted candidates will be contacted.
2. **Self Help Africa / United Purpose is an equal opportunities employer and will never ask for funds as part of the recruitment process. *Female candidates who meet these qualifications are highly encouraged to apply.***

Report Fraud at **https://wrs.expolink.co.uk/selfhelpafrica** |
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All candidates offered a job with Self Help Africa / United Purpose 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.**