



JOB DESCRIPTION

JD Unique ID:	60528
Job Title:	State Project Coordinator – FCDO WASH Systems for Health
Company:	Self Help Africa
Location:	Cross River State/Jigawa/Kaduna (Final States to be determined)
Contract type:	Local Recruitment, Fixed term contract, full-time
Period	2 years, renewable
Reports to:	Programme Manager
Organisation overview:	<p>About Self Help Africa</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"> ▪ 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. <p>To achieve our organisational mission, we work across numerous sectors, such as Agriculture, Climate & 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>



Programme Description:	<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"> Priority 1: 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. Priority 2: 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. Priority 3: 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.
Job Purpose:	<p>SHA is looking for a dynamic WASH professional with programme management and system strengthening expertise to coordinate the programme at the state level while promoting the organisation’s mission and vision and deepening our impact through delivery of high-quality intervention. The State Project Coordinator will be responsible for providing leadership, technical and strategic management to the programme at the state level. S/he will ensure effective and efficient planning, implementation, monitoring, evaluation and learning at the State level.</p> <p>S/he 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.</p>
Key Responsibilities:	<p>Strategic Leadership and Programme Management</p> <ul style="list-style-type: none"> Lead programme implementation in the state, and work closely with the Programme Manager and Head of WASH programmes on the overall programme strategy. The overall programme approach is systems strengthening, utilising sustainable models of market-based approach, systems analysis, resilience and permanent systems change. Coordinate state team and partners to ensure collaborative and effective implementation of programme activities in alignment with programme strategy and work plan

- Provide support to develop, implement, monitor and evaluate innovative strategies for increased effectiveness of WASH Systems at the state level.
- Support the Programme Manager to ensure high level of accountability to participants and stakeholders at the state level and ensuring effective feedback mechanism, regular communication, timely production and submission of plans, reports and assessment at the state level.
- Communicate with relevant programme actors in the state and provide timely report/alert to the Programme Manager on changing contexts in safety and security across programme locations.
- Proactively ensure that team members at the state level operate in a secure environment and familiar with the organization's policies.
- Ensure monitoring and evaluation, including climate resilience, WASH access surveys, service delivery model assessments, feeding information into costed plans, and strengthening of monitoring processes. Particular focus will be on climate resilience and generation of data to inform routine programme decision-making while also capturing results at the impact level.
- Monitor risks that arise in the course of project implementation, and implement rapid risk mitigation measures including effective communication to all stakeholders at the state level.

Representation, Networking and advocacy

- Support the Programme Manager and the MEL team to conduct participatory WASH systems analysis and identify specific areas of sector strengthening support required to improve WASH delivery at the state level; and use the evidence from this analysis to shape influencing and advocacy activities targeting diverse sector actors in the state.
- Represent the Programme and where needed SHA at State networks and events; STGS, State WASH Steering Committees at state level and provide necessary information to support the Programme Manager.
- Ensure a good coordination between sub-grant partners in the State in terms of programme delivery and coherence of implementation outputs.

Finance and Compliance Management

- Ensure compliance with donor and SHA's policies and procedures related to programme implementation at the state level.
- Manage partner budgets in line with programme priorities and support budget realignment when necessary
- 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 State level.

Team Management and Safeguarding

- Provide team members with information, tools and other resources to improve performance and reach objectives at the state level.
- Manage the performance of line-managed staff through objective setting, regular performance review, managing feedbacks and regularly monitoring performance development plans.



	<ul style="list-style-type: none"> • 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 State level. • Demonstrate experience in and 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 state level.
Key Relationships:	<p>Internal: Programme Manager, Head of WASH Programmes, Global WASH, Programme, MEAL, Operations, Finance & Compliance and Security teams.</p> <p>External: State Ministry of Water Resources, Rural Water and Sanitation Agency (RUWASSA), LGA WASH Unit, State Task Group on Sanitation (STGS), State Ministry of Budget & Planning.</p>
Knowledge, Experience and Other Requirements	<p>Education and other qualifications:</p> <ul style="list-style-type: none"> • Tertiary qualification, preferably First degree, in Engineering, Social Science, Public Health or related field. • ICT operation, and proficiency in MS Office. <p>Experience</p> <ul style="list-style-type: none"> • At least 6 years' working experience with INGO/NGO in the WASH sector or equivalent position. • Experience and conceptual understanding in systems strengthening, market-based sanitation, government planning and budgeting, accountability and advocacy, resilience and community-led approaches. • Experience in leadership, coordinating sub-grant partners and working with multiple partners. • Experience working collaboratively with state, and local governments in Nigeria. • Experience in development of high standard advocacy briefs, learning products, and quality donor reporting. • Strong grasp of MEAL, and using monitoring and learning information to adapt programmes for maximising efficiency and effectiveness. • Experience working with culturally diverse teams. <p>Skills:</p> <ul style="list-style-type: none"> • Project management and implementation • Good leadership and coordination skills (and ability to coordinate several tasks at once and managing priorities) • Effective communication, problem solving and decision-making skills and diplomacy in communication • Respect for cultural diversity and gender sensitivity • Team leadership and mentoring • Monitoring, evaluation and learning • Communication, networking, facilitation and mobilisation. • Reporting and documentation



	Language Requirements:
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	Excellent written and oral proficiency in English language is required and relevant local language competency is an added advantage.
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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 **12th June, 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.