



CARE INTERNATIONAL IN LEBANON

WATER, SANITATION & HYGIENE (WASH) COORDINATOR

**CONTEXT**

The ongoing violent conflict in Syria between government forces and opposing groups continues to escalate, including in densely populated areas, causing widespread death, injury, and displacement. More than 100,000 lives have been lost and more than two million people have fled to neighboring countries. Over half of them are children. They are in desperate need of shelter, food and water. With large numbers of people still fleeing the conflict in Syria, the situation long has been critical. Aid agencies and host countries have almost reached their capacity to cope with recent surges.

- The estimation indicates that the number of IDPs has increased to 6.5 million from April estimates of 4.25 million.
- Thousands continue to flee Syria daily.
- The total number of refugees in neighboring countries is now more than 2.2 million; nearly half of them are children.

Since the beginning of the crises, Lebanon welcomed hundreds of thousands of refugees. UNHCR has registered 833,685 Syrian refugees and UNRWA registered 92,000 Palestinian Refugees from Syria. With a population of 4.259 million, this represents a significant burden on the country. This mass influx of refugees into Lebanon has had a significant impact on host communities and has negatively affected the income and expenditures of both refugees and their host communities. According to the ACAPS analysis, the number of Lebanese citizens either directly or indirectly affected by the crisis was estimated at 1.2 million, representing almost 30% of the population. Local NGOs report that the host population’s ability to cope with the situation is at a breaking point. The widespread presence of refugees and their impact on basic services is leading to increasing tensions between host communities and refugees.

CARE was first established in Lebanon to contribute to the emergency response to the 2006 war, but withdrew its humanitarian operations for strategic and operational reasons. Since then, CARE has had a light presence, with projects fully implemented through Lebanese Civil Society Organizations (CSOs), such as an ongoing project on social accountability in seven Middle East and North African countries, financed by the World Bank.

In April 2013, CARE decided to re-establish a full-fledged presence in Lebanon in order to address needs of the refugee population and host communities. This decision was made due to the severity and the impact of the current crisis in Lebanon resulting from the conflict in Syria.

CARE already conducted different field assessments, has implemented a WASH project in Beirut, with funds from the Canadian Humanitarian Coalition (benefiting 1,792 Syrian refugees and 5,118 host communities), and ECHO funded project (2,000 families – winterization) and is currently implementing a project in the North (Tripoli and Miniyeh-Danniyeh) and in Mount Lebanon Governorate (Chouf District) with funds from DFATD-IHA (4000 families - WASH). A second phase WASH project funded by DFATD-IHA is starting on the 1st of April.

At present CARE have one head office in Beirut and two field offices (one in Tripoli and one in Chhime (Chouf District) with a team of 30 employees. The ongoing project funded by DFATD is implemented with 2 two Lebanese NGO (Development for People and Nature Association known as DPNA and PARD) with long experience and proven implementation capacities.

**GENERAL**

JOB DESCRIPTION	
Job Title: Water, Sanitation and Hygiene(WASH) Coordinator	Expected Date: 28 <sup>th</sup> April 2014
Reporting to: Deputy Country Director - Programs	
Basic position description: Coordinates all CAREs activities related to water, sanitation and hygiene in Lebanon	
Country: Lebanon	Base: Beirut with frequent travel to field offices in Tripoli and Chouf districts. Assessments in new areas if and as needed

## **POST DESCRIPTION**

### **Objective 1: Support and coordination of the water, sanitation and hygiene projects**

- Supervision and analysis of the monthly WASH activity reports, readjustment of the activities in collaboration with program managers, design of new projects if needed
- Identify priorities in terms of assessments
- Define relevant answers to emergency situation
- Technical management and motivation of WASH department personnel
- Develop standard technical guidelines, documents and formats
- Develop and produce IEC materials in collaboration with the technical working groups
- Ensure monitoring is carried out and analysed/ working closely with the M & E department
- Provide technical assistance and guidance to project managers and local partners
- Validate technical designs and bills of quantities
- Sensitize and train CIL staff on WASH issues
- Ensure CARE and national standards are maintained
- Coordinate and collaborate with CARE WASH experts

### **Objective 1.b: Develop plans for the WASH program**

- Design a detailed implementation plan to achieve the projects on time and on budget
- Evaluate the status of the projects and propose the subsequent steps to achieve the projects objectives
- Recruitment, training and technical monitoring of the national staff for the project
- Developing of tools to track and monitor the project
- Define of team responsibilities and reporting requirements

### **Objective 2: Analysis – To follow up and analyse the WASH situation**

- Identify priorities in terms of assessments
- Plan, define and manage assessments
- Setting up of indicators
- Regular collection of relevant data
- Define relevant solutions to the situation
- Ensure completion of projects progress reports each month

### **Objective 3: Reinforcement of integration between departments**

- Integrated needs assessments
- Development of clear methodology for integrated interventions
- Reinforcement of integration through project design and implementation, including geographical areas of intervention and target population

### **Objective 4: Orientation of the WASH strategy**

- In collaboration with coordination teams, working on orientation of the WASH programs
- Capitalization of the experience gained on the field
- Define best practices
- Define, plan and write overall technical strategy, yearly action plan and donors applications

### **Objective 5: Technical supervision, follow up and evaluation of the WASH team, in coordination with the Area Managers**

- Definition of objectives and revision of the different job description
- Recruitment of national staff
- Regular performance review and evaluations
- Identification of training needs, facilitation of training and organization of technical workshops

### **Objective 6: Ensure coherence and support for logistics, finance and administration issues regarding the WASH department**

- In collaboration with the finance department, follow up the WASH budgets and expenditure provisional
- In collaboration with the HR department, follow up of WASH human resources policy



- In collaboration with the area managers/ log department, management of supplies, when necessary, orders preparation and orders follow up

#### **Objective 7: Report and Donor Proposals writing**

- Monthly technical compilation reports to deputy country director – programs
- Monthly contribution to sit-rep and activity updates
- Participate actively and/or write technical reports and proposals to donors for WASH programmes  
Donor reports and proposals
- Ad – hoc reports (assessment reports, newsletter, etc.)

#### **Objective 8: External coordination**

- To participate to the WASH coordination meetings in Beirut (and in district coordination hubs when possible) and representing CARE in a professional manner – Sector working groups approach
- To coordinate CARE activities with other partners involved in WASH
- To improve the collaboration with the technical departments of the governmental service lined to CARE water, sanitation and hygiene programs
- To share information with stakeholders

#### **Qualifications**

Education to Masters level in Public Health, Water/Civil Engineering, or a related subject, or equivalent field experience

#### **LANGUAGES**

English - Essential

French and/or Arabic is an asset.

#### **REQUIRED COMPETECIES & SKILLS**

- Ability to capitalize on past experience and information available within the organization in order to become self –sufficient and autonomous quickly
- Very good coordination( external and internal) skills
- Skills in training and management
- Excellent inter – personal, communications and representative skills(written, oral, cross - cultural)
- Experience working with host governments, UN bodies, INGOs and local NGOs
- Experience in donor relation
- Ability to take initiative where appropriate to deal with difficulties encountered in daily work
- Ability to adapt, change priorities according to the changing situation within a mission or the organization
- Ability to live and work within a team and respect the rules of collective living
- Ability to work within a fluid situation (changes within the team, location of programs, etc.)
- Ability to integrate into the local environment including awareness of political and economic aspects of the country
- Ability to conduct work in a professional and mature manner
- Ability to deal with relations with local authorities as a representative of CARE
- Ability to manage local staff in a mature and impartial manner
- Experience with project management cycle, budgets, and donor requirements
- Previous humanitarian experience
- Significant experience in water, sanitation and Hygiene/ working as a WASH coordinator

#### **TO APPLY**

[recrutement.programmes@carefrance.org](mailto:recrutement.programmes@carefrance.org)