



## Wash Coordinator

**Type of contract:** Fix Contract

**Desired start date:** ASAP

**Location:** Base Beirut with frequent travel to field offices in Tripoli, Chouf, and Central Beqaa districts. Assessments in new areas if and as needed

**Description of the position:**

Lead and Coordinate CARE's WASH program in Lebanon and guarantee relevance and appropriateness through capacity building and project development

**General presentation of CIL:** CARE is implementing a regional response to the Syrian Crisis to meet the immediate and most urgent needs of the women, men, boys and girls who have fled Syria. CARE is very well established in the region and set up an office in Jordan as early as 1948. CARE International in Lebanon (CIL) is supporting refugees as well as local communities through WASH, NFIs and Cash assistance activities in the North and Mount Lebanon Governorates.

**RESPONSIBILITIES:**

**Objective 1: Lead and coordinate CARE's water, sanitation and hygiene sector programme (overall)**

- Undertake continuous analysis the WASH situation in country and identify program priorities and opportunities via technical assessments and gap analyses
- Provide specialist technical advice to all related planning, design, implementation, tracking and reporting processes
- Reinforce and ensure regular monthly WASH activity reporting from operational areas in collaboration with Area Managers.
- Develop technical guidelines, management tools, positioning documents
- Provide technical assistance and guidance to operational managers and local partners
- Validate technical designs and tender documentation
- Coordinate and maintain a detailed sector implementation plan to achieve project goals on time and on budget
- Evaluate the technical status of projects and propose any amendment steps to achieve project objectives

### **Objective 2: Orientation of the WASH strategy**

- In collaboration with program and management teams, advise on the integration and complementarity of WASH interventions alongside other sectoral programming to achieve maximum effectiveness and benefit.
- Reinforce program learning and sharing across sectors
- Develop and document an evidence base for programming through best practice approaches
- Contribute to country office strategies, reviews, action and contingency plans.

### **Objective 3: Technical lead and performance oversight of the WASH team (in support of Area Managers)**

- Development and revision of WASH job descriptions for field tech specialists
- Facilitate the recruitment of WASH personnel
- Support routine performance reviews and evaluations
- Identify training needs and facilitate training and workshops
- Mentor WASH personnel and take an active role in professional development within the program

### **Objective 3: Support and advice provision to Logistics, Finance and Administration**

- Track and advise programming amendments in relation to WASH budgets and implementation
- Collaborate closely with the HR department in the recruitment, retention and development of WASH capacity in the country team
- In collaboration with the Area Managers and Admin department, support the timely submission of purchase requests and ensure the timely development of project documentation for tenders, supplies, and sub-contracts

### **Objective 4: Proposal writing, Reporting and New Business Development**

- Elaborate Concept Notes and Proposals for WASH projects
- Submit regular technical reports as required
- Monthly contribution to sit-rep and activity updates
- Provide timely technical contributions to donor proposals and reporting documentation
- Contribute to newsletters, interviews and other general program related reportages

### **Objective 5: External Representation and Coordination**

- Represent CIL in all appropriate WASH coordination meetings and sector working groups
- Coordinate all CARE activities in WASH with other actors and partners
- Develop and maintain regional and international links with sector specialist networks and groups in order to inform best practice, learning and collaborative opportunities for the country programme

## PROFILE

**Qualification:** Masters level in Public Health, Water/Civil Engineering, or a related subject

**Languages:** Fluent spoken and written English - Essential  
French and/or Arabic - Desirable

### Competencies & Skills

- Ability to self – manage on a technical level and to take the initiative in daily ops
- Very good coordination skills
- Training and mentoring experience with field technical colleagues
- Excellent inter – personal, communications and representative skills(written, oral, cross - cultural)
- Experience working with host governments, UN bodies, INGOs and local NGOs
- Strong on donor relations in emergency/humanitarian context
- Adaptability and ability to re-priorities according to the changing context
- Able to work effectively and creatively within a team.
- Ability to manage local staff in a mature, respectful and impartial manner
- Extensive experience in project cycle management
- Minimum five years sectoral lead experience in humanitarian emergency programming, preferably in the Middle East

## VALIDITY DATE OF THE OFFER (11 NOVEMBER)

Email contact: [recrutement.desk.carefrance@gmail.com](mailto:recrutement.desk.carefrance@gmail.com)