



Caritas

ARCHDIOCESE OF SUVA

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POSITION DESCRIPTION**

1. JOB IDENTIFICATION

Position: **Water, Sanitation, and Hygiene (WASH) Officer**
Incumbent: N/A
Reports to: Program Coordinator
Location: Caritas Archdiocese of Suva, 04 Hercules Street, Suva
Date: **01 November 2023**
Written by: Technical Advisor

Reporting Positions:	No.	Prime Task
Nil		

2. PURPOSE OF POSITION

The WASH Officer is responsible for overseeing the implementation of water, sanitation, and hygiene (WASH) activities in the field for the WASH Expansion, Resilient Islands, Strengthened Environments (WE RISE) Project in Fiji. The Officer will ensure the design and implementation of WASH activities are technically sound and are implemented on time and within the budget.

3. WORKING RELATIONSHIPS

With	Frequency	Purpose
Executive Director	Ongoing	Ensure that the development, implementation, planning and monitoring of WASH activities are in line with the Catholic Social Teachings and Caritas principles.
Caritas Commissions	Ongoing	Support the humanitarian work in social, environment and ecological justice



Caritas

ARCHDIOCESE OF SUVA

Parish Priests and to liaise on WASH activities	Ongoing	Support the humanitarian work in WASH and awareness activities, programmes
Finance Department	Ongoing	Support adherence to good financial governance and compliance to policies and procedures. Respond to request and clarify issues, verification of invoices and payments. Assist in purchasing inventory.
Caritas Vicar	As required	Assist with human resources and pastoral
Heads of Departments	As required	Assist and support in communications and other Caritas needs
Caritas, Donor & Govt. Agencies	As required	Maintain a high level of awareness of target vulnerable groups. Develop excellent relationships and network with relevant government agencies, Non-Governmental Organisations, donors and community groups
Religious & Secular groups/ Communities	As required	Communities are partners in the design and delivery of development and aid projects.

4. DIMENSIONS

Revenue Budget	-	\$TBA
Expenditure Budget	-	\$TBA

5. RESPONSIBILITIES

- (i) Ensure that the constructed water supply infrastructure is appropriate and follows national and international standards.
- (ii) Provide technical designs and bill of quantities of all water infrastructure.
- (iii) Prepare all necessary contract documents for tender.
- (iv) Prepare cost estimates, evaluations of bid proposals, work authorization orders and issue site instruction for contract construction.
- (v) Ensure that the necessary systems are set in place for long-term operation and maintenance of all water supply systems.



Caritas

ARCHDIOCESE OF SUVA

- (vi) Provide technical oversight during construction to ensure project completion within budget, schedule and desired quality of workmanship.
- (vii) In coordination with the Disaster Management & WASH Coordinator, design and manage assessments and baseline studies to identify WASH-related health risks and program priorities.
- (viii) Design and plan activities to reduce WASH-related public health risks, with reference to both physical and behavioral aspects.
- (ix) Identify key hygiene practices to address and sectors of the population with whom to engage and develop an appropriate communications strategy to promote safe practices.
- (x) Train and mentor community hygiene promoters and volunteers in line with established hygiene promotion methodology.
- (xi) Support community hygiene promoters and volunteers to mobilize participants as appropriate for participation in planning, construction, operation, and maintenance of Water and Sanitation facilities and services.
- (xii) Identify and assess vendors of WASH NFIs and prepare contract agreements.
- (xiii) Together with the Disaster Management and Coordinator, ensure that all aspects of the WASH response are integrated and that they form part of a coherent response.
- (xiv) Manage day-to-day logistics and administration WASH activities.
- (xv) Design and introduce monitoring systems together with the Disaster Management & WASH Coordinator to measure progress and the health impact of the WASH intervention.
- (xvi) Provide regular and reliable updates to donor reports.

6. PERSON SPECIFICATION

Education

Diploma in Civil Engineering, Public Health or other relevant field with proven experience of WASH. Bachelor's degree is an advantage. Equivalent field experience will also be considered in lieu of a degree.

Experience

- Minimum 5 years' experience working with INGOs in the field of WASH.
- Proven experience in managing water supply and hygiene promotion programs.
- Knowledge of water engineering including, preparing drilling projects, pumping tests, construction and design of water supply systems using boreholes or spring catchments as source, knowledge of construction of spring catchments, knowledge and experience of hand dug wells as well as rehabilitation of these, experience of chemical and alternative water treatment systems and approaches, and water



Caritas

ARCHDIOCESE OF SUVA

- quality testing and analysis of on-site water samples using test kits. Experience with the design of solar powered water systems, rainwater collection, and constructed wetlands or other alternative wastewater treatment techniques will be a plus.
- Proven ability to provide technical assistance, training, and expert advice to hygiene promotion staff.
 - Experience in project management, planning, supervision, quality assurance and reporting.
 - Good knowledge and experience of working with local partner agencies with a capacity to provide formal and informal training.
 - Experience and understanding of hygiene promotion and community mobilization in relation to water and sanitation activities.
 - Understanding of international health and development and relief issues.
 - Demonstrated experience of integrating gender and diversity issues into public health promotion.
 - Assessment, analytical, and planning skills.
 - Valid Fiji Driver's License

Skills, Aptitudes, Personality

Excellent time management, planning and organisational skills

Achievement and goal oriented

Ability to drive projects and work independently in an efficient and effective manner

Be proficient with Microsoft Office products and applications and be computer savvy

Outstanding work ethics

Ability to work under pressure, manage complex workloads and deliver work to tight deadlines

7. ADDITIONAL INFORMATION

The position is based in Suva, Fiji. The role requires working with precision and speed. There is a requirement for travel to programme sites and visits to rural communities. A good understanding of and commitment to Catholic Social Teachings, Caritas values and mission, humanitarian philosophy, principles and standards as well as equity, diversity, child safety and health and wellbeing principles are essential to the work.



Received by:

Dated: