Program Manager (Urban WASH) - WaterAid Liberia

Reporting to: Country Director
Deadline: 15th October 2020
Interviews: Week one (1) of November 2020
Salary: Excellent pay with benefits

Location: Monrovia with frequent travel to other parts of the Country

WaterAid is on a mission to transform lives for millions of people within a generation – by getting clean water, decent toilets and good hygiene to everyone, everywhere by 2030.

Introduction

WaterAid Liberia as expressed in its Country Programme Strategy (CPS) inspires to maintain a high-level profile in national and international level policy influencing and advocacy. The CPS is focused on WASH Governance and Sustainable Service Delivery in Urban and Rural areas, integrated in the areas of Health and Education. Advocacy for policy influencing and sector strengthening at the national and county levels are two critical essentials of the CPS. The gaps identified in the National Policy on Water, Sanitation & Hygiene are relating to poor institutional arrangements and policies, low sector financing, poor WASH infrastructures, limited sector performance monitoring, poor information management among other.

Another key focus of the CP strategy is to harness existing partnerships for better results as well as building new partnerships and networking with key sector players including the government of Liberia and donors to ensure implementation of WaterAid Liberia’s Country Programme Strategy.

Summary Description of Urban Programme

WaterAid Liberia’s Urban WASH work focuses on improving the management of waste in Monrovia and Paynesville, piloting and upscaling sustainable sanitation solutions and improving water and sanitation services in slum communities.

Through a Wessex Water funded project, we are introducing pilots of biodigester toilets in Monrovia and Paynesville as a means of finding environmentally friendly and sustainable solution to the sanitation crisis in the city.

Under our urban programme, we are also supporting the construction of water kiosks and sanitation facilities in support of the Community Upgrading Fund (CUF) Project implemented in partnership with Cities Alliance.

Wessex Water Project

Significant proportion of time will be spent managing the Wessex Water project. To address the latrine's problem in slum areas, the proposed project provides for a low cost, sustainable, able to generate biogas for generation of energy which could be used or cooking or other purposes while the compost is used as fertiliser by farmers to produce food and at the same time generate income at household level. The innovative sanitation project provides options like Bio Digester Toilets (BDT) and Onsite treatment systems / public toilets (PT) with the unique goal of providing a sustainable and low-cost toilets option to poorest households. The Bio Digester focus is to replace the use of septic tank and the reuse of the compost as fertiliser at household and community level.
Summary of Responsibilities

The programme manager will be the overall responsible person for the technical supervision and quality control of the urban programme and manage the construction and maintenance of bio digester toilets and other sanitation and hygiene facilities as well as oversee community development and hygiene behaviour change activities. He /She is responsible for the efficient and effective execution of the functions of the project. He /She will support the Programme Manager and Country Director by providing advice, recommendations and analysis on all relevant issues pertaining to the quality management of the Bio digester Project. He / She will regularly undertake initiation, monitoring, training and supervision of the project with particular emphasis on the construction, maintenance, quality control, operation, management and reporting of the bio digester toilets technicians at site/field level by spending approximately 80% of his/her time.

Roles and Responsibilities:

- **Urban Programme Management**
  1. Support strategic planning and delivery of a sustainable Urban WASH Programme for WaterAid Liberia and coordination of collaborative research and innovation on water, sanitation and hygiene in the urban areas of Liberia
  2. Lead and coordinate WaterAid’s expertise and support to its urban WASH partners including municipal governments (Paynesville and Monrovia Cities) on Urban WASH strategic planning and interventions
  3. Support CSOs, donor and other sector agencies to actively engage and influence coordination, financing and effective delivery of urban WASH services
  4. Represent WaterAid in strategic collaborations and to further develop and strengthen WASH interventions in urban areas.

- **Project Management**
  1. Lead the management and implementation of WaterAid’s Biodigester Technology Pilot project in Greater Monrovia Slums
  2. Manage, monitor and guide the implementation of project with emphasis on the construction, quality control, safety and monitoring of the bio digester toilets technology to be constructed in selected communities in Greater Monrovia.
  3. Help in managing project consultants and facilitate technical support visit and advice from experts
  4. Support the preparations of designs, and drawings and ‘bill of quantity (BoQ) for construction of construction of bio digester toilets and harvesting of gas for cooking and lighting and using the compost for gardening purposes.
  5. Ensure Bio digester treatment system runs safely and productively, within specifications, processing/treatment and product use/distribution (gas and fertilizer).
  6. Manage health and safety of programme participants by ensuring that all employees are wearing their Personal Protective Equipment (PPE).
  7. Develop IEC/BCC materials and manuals for the construction, operations, maintenance of bio-digester toilets and oversee trainings of contractors, construction workers, artisans and community members.
  8. Monitors conformance of construction, installation and commissioning to given guidelines, procedures and standards.
  9. Monitors the effectiveness of quality control measures in all aspects of work.
10. Collects terminal reports on contracts for projects and monitors performance as well as responsibilities such as liability for defects.

- **Monitoring and Learning**

  1. Support the continuous analysis, documentation and adaptation of WaterAid’s urban WASH experiences for learning and decision making for scalable and sustainable interventions.
  2. Support the implementation of WaterAid Liberia programme planning, monitoring, evaluation and reporting (PMER) and support the effectiveness of programme delivery.
  3. Ensure programmes and projects adhere to WaterAid’s quality programme standards (QPS) and other International best practices (Aid Effectiveness Principles and SPHERE Standards) etc.
  4. Support programme innovation, scalability and sustainability to expand the reach and deepen impact of faecal sludge management in Greater Monrovia.
  5. Undertakes field studies and market surveys both international and local to keep abreast with technical innovations and allied issues.
  6. Studies project objectives, statements and plans to ascertain salient requirements.
  7. Compares project requirements with consultant and Partners stated proven qualifications.
  8. Compares project requirements with Partners/contractors experience.
  9. Compares project requirements with consultant and Partners qualification, experience and personnel.
  10. Evaluate proposals by paying attention to technical details.
  11. Evaluates proposals by paying particular attention to cost.
  12. Gives recommendations regarding the suitability of partners/contractors/consultants.

- **Financial, contract management and Administration**

  1. Support financial management of project and conduct budget reviews to ensure that projects and programmes are kept in line with plans.
  2. Oversee procurement of materials, equipment and other assets for WaterAid Urban WASH projects.
  3. Work with SMT and where necessary lead the process to recruit project staff, contractors and interns for the project.
  4. Manage partners and contractors, and build their capacities in relevant technical, management and leadership areas and ensure that PPAs and contract are signed and executed in accordance with programme plans.

**Skills:**

- A proven track record of successful managing designing and implementation of biogas sanitation system, waste to energy or other clean energy or power projects.
- Strong leadership and strategic skills with an ability to balance and prioritize competing interests.
- Demonstrated ability to develop new business relationships quickly and to negotiate and close business opportunities.
- Demonstrated ability to work effectively in a fast-paced, dynamic entrepreneurial environment.
• Demonstrated ability to manage and interface effectively with cross-functional employee
groups of all levels and competencies
• Entrepreneurial, self-starter with a burning desire to learn and win
• Effective at creating, summarizing, and presenting information logically for executive
decision making
• Results-oriented with the ability to work independently in an entrepreneurial environment
• The focus, commitment and dedication to help water Aid achieve its primary strategic goal
of providing sanitation services to all.
• Ability to perform and interpret financial analysis and provide appropriate data and
information
• Excellent oral and written communication and presentation skills
• Excellent interpersonal and time management skills
• Knowledge of finance and business concepts
• Fluency in CRM tools, MS Excel, PowerPoint, and Word
• Able to self-manage and work under pressure and challenge and support colleagues
• Ability to work effectively in pressured environment and with minimum supervision.
• Strong Monitoring and evaluation, analytic and decision-making skills and abilities.
• Must be a team player and able to work with and through others.

Qualifications:
• University Degree or professional qualification in relevant subject (sanitary, mechanical, civil,
water or environmental engineering).
• Minimum of 5 years’ experience in project management with 2 years practical experience in
Biogas sanitation design and construction Or Other relevant Technical Engineering Degree
• Good financial skills and analysis (budgeting process).
• Computer literate with skills in CRM tools, MS Excel, PowerPoint, and Word.
• Proficiency in AutoCAD is an advantage
• Equipment, especially related to biogas digester treatment operations.
• Knowledge, expertise and innovate ideas on biogas/renewable energy development; extensive
knowledge in civil and mechanical engineering principles
• Experience of operational planning, monitoring, reporting and evaluation
• Good understanding of community management and the integration of water supply with
sanitation and hygiene and across wider development sectors would be desirable.

If you are interested in the position and have the right skills and attributes, please send your CV (in
English) and motivation letter of 350 words or less to: recruitmentwli@wateraid.org

Please note: in order to apply for this role, you must be able to demonstrate your eligibility to work in
Liberia.
Our people promise
We’re looking for people who share a commitment to our vision, and a commitment to playing their part in changing normal. We’re looking for people with an appreciation and respect for different people and ideas, and the energy and expertise to help tackle the most important challenges.

In return, you can expect to get inspiration from the change you help make happen, a sense of belonging and the feeling of being part of a global community. You will also experience stimulation and fulfilment, the chance to grow, and space to be yourself at your best.

This is our pledge to you.

WaterAid is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We particularly encourage applications from women who are underrepresented at this level in the organisation.

Only candidates shortlisted for interviewing will be contacted. **No recruitment agencies please.**