

Date: 6<sup>th</sup> November 2025

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Approved  
Labour Hqs  
*[Signature]*



**Job: Advertisement- WASH Officer**

<b>Job TITLE:</b>	<b>WASH Officer</b>
<b>BASE LOCATION:</b>	<b>Wau County</b>
<b>REPORTING TO:</b>	<b>FIELD COORDINATOR</b>
<b>MATRIX MANAGEMENT</b>	<b>WASH COORDINATOR</b>
<b>LINE MANAGEMENT RESPONSIBILITIES:</b>	<b>WASH ASSISTANT'S</b>
<b>PURPOSE OF DIVISION:</b> Through capacity building and through technical and programme support, the International Programme Division keeps the organization focused on the socio-economic and humanitarian needs of vulnerable people. The division reinforces IR's implementing structure to enable these people and their communities to develop themselves sustainably, and ensures that the organization is prepared to respond promptly and effectively to humanitarian crises.  The division increases the organization's ability to tackle poverty by developing and fostering partnerships and institutional relationships effectively and proactively, and by ensuring transparent and timely reporting to the organization's donors.	
<b>JOB PURPOSE:</b>  The WASH Officer will be responsible for providing technical support in the implementation of WASH project both hardware and software components of WASH program including; drilling/rehabilitation of water facilities and generating BOQs, technical drawings/ designs and day to day supervision of field activities to ensure quality service delivery. The duty holder shall remain responsible for all the software components that includes but not limited to; Community mobilization and capacity building trainings, HESAN awareness activities, and home improvement campaigns using CLTS, PHAST and CHAST hygiene methodology approaches and periodic WASH data collection among others.	

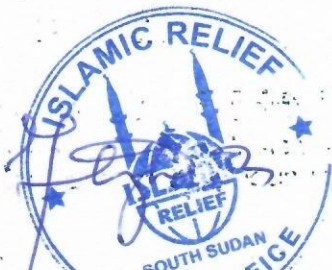
**KEY WORKING RELATIONSHIPS**

- Has regular contact with all staff in the Field Office. Close contact with the Project Officers and programme staff in area of specialism

**SCOPE AND AUTHORITY**

**Scope of the Role:**

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic Relief values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The WASH Officer upholds the programme policies focused on WASH.



**MAIN OFFICE**  
IR.SS. Along Unity Road  
Plot No.54, Block B-xvi  
Hai. Cinema, P.O Box 353

**WAU OFFICE**  
Hai Darajat  
Tel: 0916287894  
0929732333

**WARRAP OFFICE**  
Along the Warrap - Akop Road  
Tel: 0920522368

**KAPOETA**  
Narus Compound  
Diocese of Torit  
Tel:0925609594

Website: [www.islamic-relief.org](http://www.islamic-relief.org)  
RRC Reg No.051

## **Responsibility for Resources:**

### **KEY ACCOUNTABILITIES**

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic Relief values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

- The WASH officer shall be responsible to develop and share all the relevant work plans to aid effective and timely project implementation.
- The WASH Officer will conduct continual review of technical designs and functionality of water supply systems and hand pumps to ensure efficient operation as well as reliability and supply of clean portable water for targeted communities.
- Regularly monitor IDPs and host community's water supplies and estimate water requirement vis-à-vis the production of water from wells and hand pumps within the area.
- The duty holder shall fully participate in the development of BoQs and designs for all WASH infrastructural interventions with support from the WASH Engineer on the various projects including but not limited to latrines construction, borehole drilling and rehabilitations, etc.
- Work with the WASH team to design templates, construction BoQs for WASH related works, and a develop systems for monitoring work progress of the various project activities and performance of hired contractors.
- Provide rigorous supervision of WASH software and hardware works in the various IRW'S intervention areas.
- Provide technical supervision of contractors undertaking various IRW construction works in the villages/IDPs, host communities, and ensure work is delivered up to standard required by IRW.
- Periodically, conduct water quality testing for the established water facilities to ensure quality water supplies for the community.
- Participate in carrying out communicable diseases surveillance in the community.
- Review technical reports from the various contractors and provide recommendations to the WASH Coordinator on whether the delivered infrastructures meet required standards and quality.
- Provide technical inputs in the development of IRW regular reports both internally and externally: Weekly, monthly, quarterly, & annual reports.
- Provide technical input/ verification of goods supplied by vendors before distributions.
- Provide capacity building training for WASH technicians, Hygiene promoters, Hand pump mechanics and Water Management committees (WMC) including community and school health committees/clubs to improve quality of service delivery.
- Provide regular field reports/updates to immediate supervisor on the overall WASH interventions in field location.





## PERSON SPECIFICATION

### **ESSENTIAL** **Qualifications**

- Diploma/Bachelor degree in Civil Engineering, Water Engineering, public Health or Environmental Health science or any relevant technical qualification.

### **Experience**

- At least 2-3 years of experience in the same field with a non-profit organization, government or private engineering/drilling firm.
- Experience in the management of WASH activities.
- Experience in drafting Bill of Quantities for civil works
- Experience in ground water development and rehabilitation.
- Excellent experience with Microsoft Excel,

### **Skills**

- Demonstrated skill in the use of AutoCAD, Arch cad, GIS software, and GPS device.
- strong skills on Microsoft Word including use of formulas and pivot tables
- Must love field work
- Ability to exercise sound judgment and make decisions independently
- Willingness to perform any other duties as may be assigned from time to time by your immediate supervisor.

### **DESIRABLE**

- Familiarity with Do no harm policy, Humanitarian Accountability Programme etc.

### **How to apply.**

Interested candidates should submit their applications letter briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to official email address: [IRSS.recruitment@islamic-relief.com.ss](mailto:IRSS.recruitment@islamic-relief.com.ss)

**Hand delivery to IRSS Yei offices not later than the deadline of Friday 23<sup>rd</sup> November 2024 at 4pm local time.**

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

*Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW, we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative*

