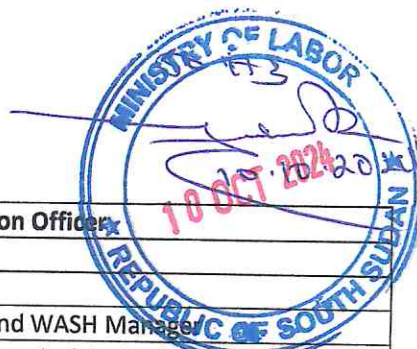


## JOB ADVERTISEMENT



<b>Position</b>	Hygiene and Sanitation Officer
<b>Number</b>	1
<b>Country; Town</b>	South Sudan, Pibor
<b>Reports to</b>	Project coordinator and WASH Manager
<b>People under Supervision</b>	Hygiene and Sanitation Assistants, hygiene promoters, enumerators. In the absence of the PC or WASH Manager, reports should go to the HoP.
<b>Other staff interactions</b>	Closely cooperates with all program staff
<b>Department</b>	Programmes
<b>Type of work</b>	Full time
<b>Duty location</b>	Pibor town
<b>Travels:</b>	Frequent visits to Lekuangole and Vertet
<b>Deadline</b>	15th November 2024

### RESPONSIBILITIES

**What PAH is about:** Polish Humanitarian Action (PAH) is a non-governmental organization dedicated to employing individuals who aspire to make the world a better place. For over 31 years, we have been providing relief in both major and minor emergencies worldwide, while also conducting missions in several crisis-affected countries. Our interventions, encompassing both humanitarian and development efforts, have been implemented in 52 countries to date. We focus on ensuring the sustainable and stable development of regions affected by war and/or natural disasters. We possess extensive expertise in Water, Sanitation, and Hygiene (WASH), and implement projects in Food Security and Livelihoods (FSL), as well as Shelter, Nutrition, and Education.

**PAH in South Sudan:** Polish Humanitarian Action (PAH) has been operating in South Sudan since 2006, as one of the first NGOs established in Jonglei State. We are a small team of dedicated individuals committed to delivering tangible and sustainable change in the largest, most populous, and most conflict-affected state of South Sudan. Due to the expertise we have accumulated over the years especially in WASH and S/NFI, PAH led the coordination of the Jonglei Sub-national WASH and S-NFI cluster from 2014 to 2021 and 2019 to date respectively coordinating WASH emergency responses with partners to ensure that all vulnerable communities are served during crises. Our priority is to ensure that people have access to clean water and safe hygienic conditions. PAH also provides assistance to internally displaced people and most vulnerable communities, working in the sectors of WASH, Shelter NFI, Food Security and Livelihood, Protection and Education.

### Main Objective of the Position

- Support Implementation of Program Deliverables:** Directly support the implementation of program deliverables with guidance from the Project Coordinator and WASH Manager.
- Conduct Field Assessments and Deliver Emergency WASH Assistance:** Conduct field assessments and deliver relevant emergency WASH assistance as a first-line response to new displacements or emerging needs.
- Community Engagement and Hygiene Promotion:** Engage with the community and promote hygiene through various methods such as house-to-house messaging, demonstrations, and mass campaigns.
- Training and Capacity Building:** Train Field Hygiene and Sanitation staff, community leaders, and other key groups using approved tools.
- Data Collection and Reporting:** Conduct effective data collection on WASH and contribute to the production of reports from MSAs, as well as other relevant documentation and reporting.

### Key Duties and Responsibilities:



- The Hygiene and Sanitation Officer will directly support the implementation of program deliverables with guidance from the Project Coordinator and WASH Manager, and in collaboration with MEAL staff. PAH's programming will include, but is not limited to, participation in multi-sector assessments (MSA) and carrying out WASH responses specific to Hygiene and Sanitation, as well as WASH NFI distribution activities. This will be done in close cooperation and coordination with other sectors such as Protection, CCCM, Safety Units/security focal points, government stakeholders, community leaders, beneficiaries' representatives, and other partners/actors on the ground. The Hygiene and Sanitation Officer will conduct field assessments and deliver relevant emergency WASH assistance as a first-line response to new displacements or emerging needs. The HS Officer will conduct effective data collection on WASH (Public Health community engagement) and contribute to the production of reports from MSAs, conduct training, cumulative hygiene promotion data reports and report incidences.
- Provision of hygiene promotion to vulnerable communities through house-to-house messaging, demonstrations, radio talk shows, and mass sessions/campaigns during distribution.
- Carrying out needs assessments and preparing adequate assessment documentation following guidance from the coordinator, using PAH templates.
- Training of Field Hygiene and Sanitation staff, including assistants, hygiene promoters, water user committees, community leaders, and other key groups using approved tools.
- Writing intervention, training, and co-pipeline utilization reports timely and using provided templates/tools.
- Keeping proper records of field activities, both hard and soft copies/folders, in Google Drive.
- Community engagement: close cooperation with trained groups, community leaders, local authorities, and beneficiaries to participate in the design and delivery of WASH services to the community. This includes regular meetings and feedback sessions, monitoring activities, and documenting engagement and success stories among groups.
- Keeping proper records of field expenditures and reporting accordingly, including collecting Memoranda of Understanding, field base agreements, handover protocols, field financial documents (such as casual contracts, substitute receipts, completion certificates, timesheets etc.) and similar documents.
- Logistics support: arranging intervention items in the field store/Juba warehouse and cooperating with the logistics team on relevant logistics documentation required.
- Providing support and carrying out WASH-NFI distributions: organizing distribution according to the Project Coordinator's guidance, providing stock counts, informing the community about the rules during distribution as well as the proper usage of items, handing over items to the community, and keeping records of recipients.
- Close cooperation with the Project Coordinator and Monitoring and Evaluation team: preparing baselines, house-to-house surveys, and any other relevant assessment/monitoring documents.
- performing any other duties assigned by the direct supervisor and attending coordination meetings including multi cluster meetings upon request from the Project Coordinator.
- Ensuring compliance with the PAH and the humanitarian principles (codes of conduct etc.)

**Performance Metrics:** The performance of the Hygiene and Sanitation Officer will be measured based on the following criteria:

- Successful implementation of program deliverables within the specified timelines.
- Quality and timeliness of field assessments and emergency WASH assistance provided.
- Effectiveness of community engagement and hygiene promotion activities.
- Accuracy and completeness of data collection and reporting.



- Ability to train and build the capacity of field staff and community leaders.
- Adherence to organizational policies and procedures, including security standards.

### EXPERIENCE AND QUALIFICATION

#### Essential Qualifications and Skills:

- Bachelor's degree in environmental sciences, Social Work, Nursing, Public Health, or a related field. Relevant experience may supersede formal qualifications.
- At least 2-3 years of experience in a related field.
- Excellent understanding of Emergency Hygiene/WASH issues in emergencies and knowledge of emergency standards (Sphere).
- Good interpersonal skills, adaptability, flexibility, and the ability to prioritize tasks.
- Demonstrated experience in capacity building, project design, and budget management.
- Strong understanding of the South Sudan operational context.
- Experience in working with and coordinating with the respective line government departments and other stakeholders.
- Strong interpersonal, intercultural, and communication skills.
- Excellent analytical and written skills, and good computer skills.
- Fluency in English and Arabic, with strong English writing skills.
- Ability to find solutions to complex problems in a challenging environment.
- Excellent planning and organizational skills.
- Strong computer skills, particularly with Microsoft Office and internet browsers.
- Flexibility and the ability to work both as an individual and as a team member, even under stress in harsh environments.

#### Desirable:

- Strong analytical skills (both qualitative and quantitative), Strong cultural awareness and sensitivity
- Basic knowledge of MEAL (Monitoring, Evaluation, Accountability, and Learning). Experience in community engagement or recent training in community engagement.
- Good understanding of complex emergencies and crisis contexts
- Flexible and creative.
- Strong organizational, HR, Finance and logistical skills.
- Goal-oriented with the ability to work under pressure, independently, and with limited supervision.
- Ability and willingness to work and live in challenging conditions. Must adhere to set security standards.
- Ensure a gender perspective in the scope of work.
- Be a team player and quick learner.
- National female candidates are strongly recommended/encourage to apply.

#### Application Submission Criteria:

Please send a covering letter outlining how your skills and experience meet the Person Specification along with your CV to Human Resources at [recruitment.ssud@pah.org.pl](mailto:recruitment.ssud@pah.org.pl) or submit your application to PAH Compound South Sudan Mission near Nile Fortune Hotel; Tomping, Juba - South Sudan.

- Please indicate the position you are applying for in the subject line i.e. **"Application for the position of Hygiene and Sanitation Officer"**
- We appreciate your application however; only short-listed candidates will be contacted. If you have not been contacted after the closing date, we regret that your application has been unsuccessful.

