



JOB DESCRIPTION

Position: WATER SANITATION AND HYGIENE SECTOR COORDINATOR

Contract type: Part time position

Location: Tel Aviv

Starting date: January 2019

Duration: 12 months

SUMMARY

This position is an exciting opportunity to get hands-on experience working with a professional humanitarian aid organization with 17 years' experience in the field of emergency and trauma. This is a chance to be part of the leading team of IsraAID HQ, supporting field staff in their mission of providing emergency WASH interventions to people and communities recovering from disaster and/or experiencing ongoing stress in difficult living conditions.

CONTEXT

IsraAID, founded in 2001, is a non-profit, non-governmental organization committed to providing life-saving disaster relief and long term support. Our teams of professional medics, search & rescue squads, post-trauma experts and community mobilizers have been on the front lines of nearly every major humanitarian response in the 21st century. Our mission is to efficiently support and meet the changing needs of populations as they strive to move from crisis to reconstruction/rehabilitation, and, eventually, to sustainable living.

IsraAID HQ is based in Tel Aviv. From there it offers support to all IsraAID programs, including development and emergency response, around the world. The WASH sector coordinator will work as part of the programs department to support the development, implementation and evaluation of IsraAID WASH programs around the world, striving to increase the scope and depth of IsraAID activities worldwide.

GENERAL RESPONSIBILITIES

IsraAID's WASH Sector coordinator will work together with the programs and emergency department to develop the sector's capacity to respond to disasters in the most professional way. The sector coordinator's activity will be designed according to the department's development plan, annual goals and field needs.

ESSENTIAL SKILLS, KNOWLEDGE, AND COMPETENCIES

Main areas of responsibility:

1. Conceptual and organizational development of IsraAID WASH sector.
2. Develop WASH programs with IsraAID's programs department and support existing WASH programs.
3. Maintain and expand IsraAID's WASH expert community and volunteer roster.



4. Participate in emergency missions worldwide, leading IsraAID's WASH teams on the ground and designing WASH interventions.
5. Manage IsraAID's WASH inventory and physical preparedness for emergency response.
6. Promote IsraAID as a leading WASH actor in the international humanitarian aid community.

Detailed responsibilities:

1. Conceptual and organizational development of IsraAID WASH department.

- Design annual work plans for sectoral development and log frame.
- Develop protocols of intervention schemes.
- Organize, maintain and develop sectoral body of knowledge and archive.
- Develop appropriate M&E tools for each type of intervention programs.

2. Develop WASH programs with IsraAID's programs department, and support existing WASH programs

- Develop appropriate programming tools for the development, implementation and ending of WASH programs.
- Design a "Do's and Don'ts" paper for WASH program development.
- Design standards of operations for WASH intervention in emergencies.
- Conduct training and orientation for emergency mission staff prior to their mission.
- Offer online support and guidance to WASH emergency mission staff for the program design, assessment, planning, and implementation of the intervention.
- Conduct debriefing sessions with emergency mission teams on return from an emergency mission along with head of IsraAID's programs department.
- Review project proposals and/or project reports from a technical WASH perspective.

3. Maintain and expand IsraAID's WASH expert community and volunteer roster

- Conduct one WASH conference for the IsraAID WASH expert community per year.
- Conduct two WASH sector leads workshops per year.
- Manage and implement sectoral orientation for newly-recruited WASH staff.
- Support the HR department in the establishment of a WASH roster and recruitment for emergency missions/programs.

4. Participate in emergency missions worldwide, leading IsraAID's WASH teams on the ground and designing WASH interventions

- Availability to join 2-4 weeks missions with short notice.
- Conduct field needs assessments.
- Provide professional consultation to IsraAID's mission leaders.
- Design immediate short- and long-term WASH programs.
- Implement and lead immediate WASH interventions.

5. Manage IsraAID's WASH inventory and physical preparedness for emergency response

- Maintain, develop and expand inventory capacity for emergency missions.
- Develop protocols for hardware tracking and monitoring.
- Identify suitable hardware and technologies for emergency interventions.



6. Promote IsraAID as a leading WASH actor in the international humanitarian aid community

- Represent IsraAID in WASH Inter Agency Standing Committee activities and content development.
- Support the building and maintaining of high-level WASH-related partnerships with recognized institutions.
- Coordinate and support collaboration with academic research.

Qualifications:

Required:

1. BA in Water Engineering/Environmental Engineering/ relevant academic background.
2. Proven experience in designing and implementing programs in context of developing countries, crisis zones or emergency settings.
3. Minimum of five years' experience of working in water engineering-related organizations. Experience of working in non-governmental organizations - advantage.
4. Fluent written and spoken English.
5. Proven background in WASH staff guidance and supervision.
6. Valid Israeli work permit.
7. MA in relevant academic background – advantage.
8. Experience in long-distance staff guidance and supervision - advantage.

CONDITIONS

1. 22 weekly working hours
2. Minimum 2 weekly working days working from IsraAID office in Tel Aviv