Job Description

*A job description is a written statement that describes the employee’s role and responsibilities. The role and responsibilities shall be executed within the NRC framework. The job description facilitates the recruitment process by stating the necessary competencies. It is mandatory for all positions.*

Position: WASH Programme Development Manager

Reports to: Area Manager

Supervision of: Shelter and WASH Project Coordinators

Duty station: Kousserie, Logone et Chari

Travel: 50%

Project number: CMFM1701

Duration and type of contract: 12 months

All NRC employees are expected to work in accordance with the organisation’s core values: dedication, innovation, inclusivity and accountability. These attitudes and believes shall guide our actions and relationships.

1. **Role and responsibilities**

The purpose of the Programme Development Manager is to be responsible for design, development and implementation of the WASH programme in a start-up operation.

The following is a brief description of the role.

Generic responsibilities

1. Develop WASH strategy, technical SOPs / guidelines and Macro LFAs
2. Compliance and adherence to NRC policies, Shelter tools, handbooks and guidelines
3. Responsible for developing funding proposals (including multi-sectoral proposals), project budgets and donor reports
4. Overall management of project staff
5. Coordinate and manage WASH project implementation (activities, budget and project documentation) in line with proposals, strategies and donor requirements
6. Ensure capacity building of project staff (including training) and transfer key skills
7. Liaison and collaborate with relevant local and national authorities and stakeholders and represent NRC in relevant forums/cluster/working groups.
8. Promote the rights of IDPs/returnees in line with the advocacy strategy

Specific responsibilities

* Develop, manage and monitor budget(s) according to Financial Handbook and donor requirements.
* Document project achievements and deliverables
* Identify trends in conditions/standards and donor priorities and assess better ways to assist
* Monitor technical quality of WASH projects and maintain transparency of implementation progress
* Scale up and diversify WASH operational capacity (recruitment & capacity development)
* Promote the rights of people affected by displacement and explore, asses and promote new and better ways to provide assistance
* Contribute to the development of a shelter strategy and proposal writing

Critical interfaces

* Strategy and project planning: CD in Yaoundé, CC Advisers in HO
* Area operations: Area Manager in Cameroon
* Protection and Advocacy: CD in Cameroon
* CC PDMs

Scale and scope of position

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| --- | --- |
| Staff: | Shelter and WASH Officers |
| Stakeholders: | UN agencies, relevant line ministries, local NGOs and CBOs. |
| Information: | The post holder is responsible for GORS reporting and also relevant parts of the CO strategy reporting (quarterly reports). |
| Legal or Compliance: | Responsible for managing contracts with contractors and/or suppliers working on the Shelter and WASH projects. In addition the post holder is responsible for compliance with the donor regulations of projects that s/he will be the budget holder for. |

1. **Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

**Generic professional competencies:**

• Minimum 3 years’ of experience from a senior level project implementation position in a humanitarian/recovery context

• Experience from working in complex and volatile contexts

• Emergency & Protracted crisis Shelter and WASH assistance in rural and urban contexts;

• Documented results related to the position’s responsibilities

• Knowledge about own leadership skills/profile;

• Fluency in English, both written and verbal

• Valid driver’s license

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**Context/ Specific skills, knowledge and experience:**

• Knowledge of Cameroon and/or Central - West Africa an advantage

• Implementation of Cash and Voucher approaches;

• Livelihood and Market based approaches;

• Knowledge of local languages (Hausa, Karuni, Fulani) an advantage

• Experience of start-up operations is an advantage

* Fluency in French, both written and verbal

2. Behavioural competencies

* Managing resources to optimize results
* Managing performance and development
* Empowering and building trust
* Handling insecure environments

1. **Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

• The Job Description

• The Work and Development Plan

• The Mid-term/End-of-trial Period Performance Review Template

• The End-term Performance Review Template

• The NRC Competency Framework