



Functional Title	:	Sanitation and Hygiene Specialist
Responsibility Level/Grade	:	Specialist / Grade F
Incumbent's Name	:	Vacant
Line Manager/ Direct Reporting	:	Team Leader - WASH

JOB SUMMARY

The Sanitation and Hygiene Specialist is responsible for supporting design and implementation of hygiene and health promotion activities in conjunction with Earthquake response program team, the Consortium members and CARE's implementing partners. The Sanitation and Hygiene Specialist should work under close supervision of WASH team leader as well as in coordination with other project staffs to plan, implement and monitor the delivery of high quality/standard WASH; hygiene and health promotion aspects of water and sanitation activities in the earthquake affected communities of project Districts.

The Sanitation and Hygiene Specialist shall be based in CARE Country Office in Kathmandu. The position holder may require about 60% of time spent in the project areas of Districts and 40% in Kathmandu to attend the consortium meeting, WASH Cluster meeting and to work on reporting and documentation.

The employee shall fully comply with safety and security procedure of CARE and should be accountable for it.

KEY ROLES AND RESPONSIBILITIES

R1. Planning and Implementation

- Take lead for planning and implementing Sanitation and Hygiene activities in the project districts
- Develop guidelines and manuals for Sanitation and Hygiene activities
- Ensure that the project activities are implemented in all project areas as planned

R2. Monitoring and Reporting

- Carry out sanitation and hygiene promotion activities, and responsibility to plan, monitor, implement and reporting of hygiene activities.
- Undertake follow-up monitoring on project implementation activities and contribute in preparing the reports
- Collect information on impact of interventions through agreed methodologies (focus group discussion, households visit, key informant interviews, case studies and lesson learnt)
- Assist the WASH Team leader, Project Manager, District WASH Coordinators in compiling and producing monthly, quarterly and final donor reports

R3. Program Design and Development

- Assist WASH lead in developing project proposals and other strategic documents



R4. Communication, coordination and collaboration

- Disseminate information on 6 key hygiene promotion messages according to the project objectives
- Identification of key hygiene practices to be addressed and sectors of the population with whom to engage and develop an appropriate communications strategy to promote safe practices
- Coordinate with partners in planning activities to reduce WASH-related health risks, with reference to both physical and behavioral aspects including behavioral change messaging
- Coordinate with other consortium members of the Project and WASH team of CARE, design and manage pre/post KAP assessments and baseline studies in order to identify WASH-related health risks and priorities

R5. Capacity Development

- Plan, manage and conduct various sanitation and hygiene related training to project staffs
- Ensure that the Sanitation and Hygiene Promotion activities are in line with relevant standards, codes of conduct, and humanitarian principles
- Ensure that gender protection, social inclusion, DRR, environment and other important cross-cutting issues are taken into account in project plan, design, implementation, and reporting
- Support User's Committees in preparation of Hygiene and WASH plan
- Capacity development on WASH and community infrastructure construction of technical team and community mobilisers based at Partners and users committees

R6. Upholding CARE's Core values and ensuring its principles

- Comply with and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

Data Protection

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organization except where required to do so by law.

AUTHORITY

Spending: As per ASF

WORKING ARRANGEMENTS

The position will be based in Kathmandu with 60% travel to the field.



QUALIFICATION AND EXPERIENCE

- Master's degree in Civil/Sanitation/Water Engineering, Public Health, Environment, or other related field(s)
- At least 3 years of experience in planning and implementing community based hygiene promotion activities through providing safe drinking water and sanitation facilities
- Experience of working in an international setting (for example INGOs or UN agencies)
- Experience working with local implementing partner
- Experience of using Participatory Hygiene and Sanitation Transformation (PHAST)
- Experience in social behavior change communication tools
- Knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct.
- Ability to work under pressure
- Flexibility, Willingness to learn and enthusiasm for humanitarian work

Approved by: _____

Date: _____

Agreed by: _____

Date: _____