



Vacancy Notice

13 June 2017

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT NO: 17/HCR/KGL/VN/019

Title of Post: Associate Wash Officer under UNOPS
Duty Station: Kirehe, Rwanda
Category and Level: LICA (NOB)
Organizational Sector: Programme Section
Title of Supervisor: Head of Field Office
Duration of assignment: 1 year
Entry on Duty: Immediate
Closing date of application: **27 June 2017**

GENERAL BACKGROUND

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country.

PURPOSE AND SCOPE OF ASSIGNMENT

Under the direct supervision of the Head of Field Office Kirehe and in co-ordination with the other colleagues working in the field of programme, health and community services, the Associate Wash Officer will undertake the following tasks:

- Provide technical support and guidance to UNHCR sub-office, field offices and partners on activities within the areas of WASH;
- Advise programme staff and managers on the strategic development of WASH aspects of the programme;
- Ensure water supply and sanitation infrastructure meet UNHCR standards to limit the spread of water and sanitation related diseases;
- Review performance, monitor development and evaluate approaches adopted by partners in WASH and related sectors (i.e. natural resources management, environment assessment, technical capacity of implementing partners) and formulate appropriate designs and corrective measures as deemed necessary;
- Ensure regular, up-to-date assessments of beneficiary needs related to WASH services are undertaken and formulate project submissions to respond to these needs in collaboration with appropriate authorities, implementing partners, the UNHCR program and technical sectors at all levels;
- Ensure effective mechanisms are in place to promote and monitor the performance of UNHCR partners on WASH activities in the refugee camp / host community and that there is a coordinated delivery of WASH services to beneficiaries that meet UNHCR standards of assistance;
- Regularly review the quantity and quality of water and sanitation services offered in the camp and host community and maintain records of water and sanitation performance indicators for all locations;
- A thorough assessment of the water supply will be carried out and recommendations will be provided on how to meet the minimum standards of water quality, quantity and access. Upon approval of these recommendations, monitor the implementation by the Implementing Partner (IP);

- Undertake needs and resource assessments with sub-office and field offices to prioritize needs and activities in the provision of WASH services refugees and returnees;
- Make provisions for the installation of WASH services in any new camp or camp extension identified for the settlement of refugees in direct coordination and collaboration with the designated site planner or shelter officer;
- Contribute to the scale up of the UNHCR WASH monitoring framework in projects and keep the records updated.
- Assist in and check engineering calculations leading to detailed drawings for required WASH infrastructures and activities and associated cost estimates for camps/settlements, transit centers, etc;
- Contribute to develop training plans and tools and provide inputs in training sessions to ensure that implementing partners, refugees and other persons of concern to UNHCR acquire the needed knowledge and skills;
- Coordinate, consolidate and provide technical guidance and support to IPs on all Water Sanitation and Hygiene Promotion (WASH) related issues in accordance with UNHCR policies and priorities. It is expected that an assessment will be carried out on the capacity of each IP;
- Represent the WASH sector internally and externally, in particular in the WASH cluster with other relevant actors/technical coordination platforms as necessary;
- Emergency response: Willing to be deployed for the first phase emergency response to carry out needs assessment and support the country to develop a WASH strategic plan of response.

REQUIRED COMPETENCIES

- Integrity and professionalism;
- Accountability;
- Commitment to continuous learning;
- Planning and Organizing;
- Teamwork and respect for diversity;
- Communication;
- Flexibility, adaptability and ability and willingness;
- Genuine commitment towards the principles of voluntary engagement.

QUALIFICATION AND EXPERIENCE

- Education: University graduate in Engineering (preferably MSc) in hydrology, hydrogeology, hydraulics, water/sanitation management or environmental sciences;
- Work Experience: A minimum 4-5 years of experience in water supply and sewerage works, water purification systems, pump installations and associated electrical works, etc.;
- Experience in project cycle management, partnerships, disengagement strategy and sustainability of WASH projects is essential;
- Languages: Fluency in English is required. Knowledge of French is desirable;
- Excellent writing skills, good analytical skills, good organizational skills; Good written and oral skills, including ability to prepare and present concise oral and written engineering reports, briefings, updates and other documentation; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Knowledge of other computer graphics and mapping software such as AutoCAD and GIS.
- Exposure to planning, formulation, implementation, monitoring and reporting in humanitarian operations.

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) and its supplementary pages (if applicable), motivation letter and CV by e-mail with “**LAST name – Associate Wash Officer position**” in the subject line to: RWAKIHRAPPS@unhcr.org by **27 June 2017**.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).