



JOB DESCRIPTION

Position Title: WASH Officer – National WASH Cluster / IM Support	Reports To: WASH Unit Manager
Department: WASH Unit	Works with: Program Lead, Response and Recovery Program WASH Lead Engineer Field-based WASH Engineer(s) Implementing chapters
Purpose Statement	
<p>The role of the position is very much the role of a facilitator of the co-ordination process and information management in WASH. Generally, the position's goals are:</p> <ul style="list-style-type: none"> • To manage, coordinate and share cluster related information from Typhoons Rolly and Ulysses-affected provinces • Monitor and provide updated on the progress of cluster members plans • Provide secretariat support to PRC x UNICEF cluster focal person as requested • Ensure cluster meeting minutes and documents are shared with cluster members • Continuously monitor and update on the WASH gaps/needs among the IDPs and communities affected by the Typhoons Rolly and Ulysses • Maintaining IM systems for WASH sector response for people affected by the Marawi conflict • Support WASH Related information are collected, managed, and disseminated, including maintaining WASH documents/data in time manner and in agreed formats • Establish, maintain, and reinforce professional relationships between government departments, NGOs, agencies, local authorities, and other partners. 	
Key Result Area:	Duties and Responsibilities:
A. Management (Implementation, Administrative, Coordination, Inclusion) 30%	<ul style="list-style-type: none"> • Provide predictive leadership in support of PRC/UNICEF cluster focal staff in coordinating WASH Cluster meetings, related assessment, and response in an emergency. • Ensure appropriate coordination between all WASH humanitarian partners (national and international NGOs, government agencies) • Establishment/maintenance of appropriate WASH Cluster/sector coordination mechanisms, including working groups at local level as needed • Ensure complementarity of different WASH humanitarian actors' actions; in a way that respects their mandates and programme priorities • In coordination with the UNICEF focal person and participation with partners develop and establish internal monitoring for WASH cluster, with the support from the IM officer as needed • Represent WASH cluster, to maintain and to reinforce professional relationships with other NGOs, agencies, local and provincial authorities, or any other partners • Ensure effective links with other Cluster/sector groups, working closely with the Health, Nutrition, Emergency Shelter and Camp Coordination, Camp Management Clusters when present. • Support joint needs assessments and analysis with other clusters, especially Health, Nutrition and Shelter • Act as focal point for inquiries on the WASH cluster's response plans and operations related to Marawi conflict

	<ul style="list-style-type: none"> • Ensure appropriate links with national and local authorities, local and international civil society and other relevant actors and ensure appropriate coordination and information exchange with them. • Promote and adopt standardized methods, tools and formats for common use for needs assessments and analysis • Support UNICEF focal person in developing/updating agreed WASH response strategies and action plans related to Typhoons Rolly and Ulysses operations • Ensure cross-cutting issues are integrated and mainstreamed in WASH sector • Ensure that WASH responses are in line with existing policy guidance, technical standards, and relevant Government agencies and WASH cluster plan.
B. Information Management (30%)	<ul style="list-style-type: none"> • Ensure that all the humanitarian partners are knowledgeable about the WASH Cluster Information Management systems and contribute to the information management • Record, manage and analyse the information and share with partners/stakeholders • Identify key information gaps that need to be addressed by the WASH Cluster Partners • Ensure updated response capacity and resource mapping of WASH Cluster partners/stakeholders • Maintain and data base on WASH sector information (Maintain a database of all meeting minutes, technical notes, policy guidelines and other WASH cluster resources) • Ensure that partners are aware of the availability of these resources and can access the information and database maintained by the WASH Cluster • Represent WASH cluster, to maintain and to reinforce professional relationships with other NGOs, agencies, local and provincial authorities, or any other partners • Act as focal point for inquiries on the WASH cluster related information • Promote and adopt standardized methods, tools and formats for common use for needs assessments and analysis
C. Planning, Monitoring, Evaluation, Reporting (30%)	<ul style="list-style-type: none"> • Ensure adequate monitoring mechanisms are in place to review impact of WASH interventions and progress Against agreed/implementation plans. • Ensure regular and timely inputs to UNICEF focal persons for Situation Reports (SITREP) and other reporting formats that UNICEF may require from time to time. • Ensure adequate WASH impact reporting and effective information sharing (with OCHA support) to demonstrate the closing of gaps. • Prepare detailed work plan (weekly/monthly) as agreed with PRC / UNICEF focal person and coordinate and plan the activities • Update on a daily and weekly basis the next week planning according to the achievements and updated revised priorities • Ensure time sharing of cluster reports and minutes to relevant partners, under the supervision and validation from UNICEF focal person • Prepare procurement planning for technical components and update on regular basis and communicate with logistic department, if any • Forecast monthly the logistics operations needed for the next quarter (per week) to the logistic department • To transmit to the Head of Base/ Base operation manager and Log Officer and UNICEF focal persons all the information on security incidents coming from the technical team in the field and from the operation areas



	<ul style="list-style-type: none"> • Ensure staff and volunteers comply with PRC administration, finance, logistic and security policies, and protocol • Prepare workplan and reports
D. Other Tasks (10%)	<ul style="list-style-type: none"> • Performs other duties and responsibility delegated by the WASH Unit Manager relevant with the achievement of the project objective/s.

JOB SPECIFICATIONS

Qualifications/Minimum Education: Relevant education and training to WASH sector; Training in WASH cluster coordination and Project management

Personal Qualities and Skills:

- Experience in planning, designing, managing and/or providing technical assistance/support in WASH sector
- Experience in cluster coordination/program coordination
- Ability to mitigate and mediate conflict and disagreements among cluster partners
- Experience and awareness on WASH situation in the Philippines, related laws and protocols
- Experience in facilitating coordination
- Experience in conducting analysing WASH needs/gaps and preparing reports
- Awareness on n (WASH) cluster coordination structure in the Philippines and emergency standards in WASH
- Familiarity with the local culture, ability to develop respect from a wide range of people and strong ability to communicate effectively on WASH/Health technical aspects
- Skills in Human Relations.
- Good communication skills (Tagalog and English) both written and verbal.
- Experience on financial report writing.
- Well-organized and goal-directed

Work Experience:

- More than 3 years of Experience in working with (I)NGO in humanitarian operation in WASH sector
- Experience of at least 2 years in similar position.
- Working experience with different stakeholders in WASH and facilitating meetings and coordination events
- Identification of core advocacy concerns for the cluster
- Familiarity with PRC / UNCEF process and systems
- Experience in monitoring WASH needs/gaps
- Experience in project management in insecure context
- Experience in staff management
- Experience in budget management
- Working experience in Bicol Region would be an advantage
- Exudes the fundamental principles of the RCRC movement and the humanitarian field

Equipment Used: Computer, scanner, printer, copier, telephone, smartphone, projector, tablet

Working Environment: Office Based (100%)

Key Contacts: WASH Unit, Implementing Chapter/s, UNICEF; DOH; City and Local Government units; WASH stakeholders (INGOs, NGOs); Donor – as needed; Beneficiaries

Core Values: Fast, Flexible, Focused, Forward Looking and Friendly

All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.

Position Holder

Immediate Supervisor's Name

Signature over Printed Name and Date

Signature over Printed Name and Date