



JOB DESCRIPTION

Job Title	WASH Manager
Department / Location	Health Services / National Headquarters
Immediate Supervisor's Title	ASG – Program Development Services
Second Line Manager's Title	Secretary General
Number of Direct Reports	TBA
Number of Indirect Reports	TBA

Organizational Context

The Philippine Red Cross (PRC) is the country's foremost humanitarian organization, with a network of 102 chapters in 17 regions across Luzon, Visayas, and Mindanao. The overall objective of the PRC is to equip vulnerable communities with crisis prevention practices and orchestrate all forms of humanitarian activities tailored to alleviate the suffering and uplift the dignity of vulnerable people during and after conflict, natural and human-induced disasters, health emergencies, and other crises.

PRC is part of the International Red Cross Red Crescent Movement and one of the National Societies of the International Federation of Red Cross and Red Crescent Societies.

The PRC works to uphold and apply its seven fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality to its six major services: Blood Services, Disaster Management Services, Safety Services, Health Services, Social Services, Red Cross Youth and Volunteer Services.

PRC is composed of dedicated staffers, volunteers, partners, and donors with the intrinsic aspiration to do extraordinary things. Guided by its mantra of Volunteers + Logistics + Information Technology = A Philippine Red Cross that is Always First, Always Ready, Always There, PRC takes pride in serving the Filipino people and will always be committed to providing quality life-saving services that protect life and dignity of indigent Filipinos in vulnerable situations.

PRC is led by its Chairman, Secretary General, and Board of Governors alongside its chapters, volunteers, and staff. It has its Headquarters in Mandaluyong, Metro Manila. The Headquarters are organized into three main Divisions: (i) Program Development and Services; (ii) Chapter Services; and (iii) Corporate and Business Services.

Job Purpose

The WASH Manager will oversee and manage all WASH activities. He/She will develop and mentor team members and work with internal and external stakeholders to achieve common objectives He/ She must be familiar with the geography and logistical means. Lead the direction of team members and partners in the key areas of water, sanitation, and hygiene (WASH), according to the projects' activities, and provide recommendations for improvements in accordance with the standards of the Philippine Red Cross.

This position will be directly reporting to the ASG – Program Development Services and second line managing by the Secretary General.

Job duties and responsibilities

Technical:

- Create a comprehensive plan for the impacted areas based on the organization's recovery target;
- Oversee the program's implementation and activity monitoring in the impacted areas;
- Ensure the overall success of the implementation of activities by making sure the team completes the defined activities whilst adhering to internal standards and contractual obligations.



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- Monitor and evaluate the implementation of the activity to determine more areas for improvement and best practices.
- Monitor and coordinate project implementation to ensure that all project activities are delivered within the scheduled time frame, budget, and acceptable quality.
- Lead planning sessions and workshops as necessary;
- Ensure thematic issues are mainstreamed in all aspects of implementation (emergency, recovery, and developmental works);
- Spearhead and facilitate the development of new proposals, appeal for grants, and support from various partners and stakeholders.
- Coordinate with partners such as IFRC, ICRC, PNSs, Local Government Units, and International/ National Non-Government Organizations for the smooth implementation of set-out plans.
- Organize the team for maximization of resources, information dissemination, and implementation.
- Coordinate with the Chapter Administrators and Field Operations Head regarding strategic directions in terms of WASH programming.
- Coordinate projects and act as a central point of contact for project planning/scheduling for the project team including partners both local and international.
- Identify key partners for recovery and establish appropriate coordination mechanisms;
- Establish linkages and networks among cluster groups
- Management of effective and efficient oversight, support, quality control, and reporting systems and processes;
- Conduct periodic field monitoring and modifications as required;
- Ensure the PRC and donor reports as per set schedules (monthly, quarterly, and annually) on grant activities, indicators and achievements are produced in a quality and timely.
- Develop and maintain effective coordination and long-term relationships with external stakeholders, representing PRC positions as required.
- Participate in the technical and sectoral meetings and working groups involving NGOs and UN Agencies and all other inter-governmental institutions.

General Management:

- Ensuring accountability and quality of program and operations management, budget commitments, and financial management in accordance with PRC policies, standards, and practices.
- Ensuring accountability, fairness, and transparency in human resources management, through - out the employment cycle including (recruitment, development, performance management, contract administration, and welfare), by maintaining trustworthy environment, providing effective support and promoting a culture of continuous learning.
- Ensuring that timely submission of the required documents, including (but not limited to): operational highlights, quarterly updates on operations and annual updates on operations as well as delivers inputs for standard reports.
- Support the Management in all other matters related to the PRC activities – including (but not limited to) ensuring strategic coherence and alignment as well as programmatic and operational coordination, support and promote chapters and NHQ fund generation units in the development of the fund-raising strategies to increase resources generated and other relevant required management support.
- Developing department’s business continuity planning process.

POSITION REQUIREMENTS

Education	Required	Preferred
Bachelor's Degree in Applied Health Science, Public Health, or other related studies	X	
Master’s degree in related studies		X



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Experiences	Required	Preferred
At least 5 years of professional experience in emergency response, development programming, and applying technical expertise WASH.	X	
At least 5 years supervisory / managerial experience	X	
Experience of working with Red Cross/Red Crescent		X
Experience of working for a humanitarian / non-profit organization		X
Knowledge and Skills	Required	Preferred
Familiarity with SPHERE Standards	X	
Experience in overseeing implementation, tracking the progress, reporting and managing project.	X	
Prior experience working in emergency settings or insecure environments	X	
Exceptional interpersonal skills, including coaching and training	X	
Capability to develop strong relationships and work effectively with community leaders	X	
Ability to make decisions in-line with organizational goals and values	X	
Languages	Required	Preferred
Fluently spoken and written English	X	
Values / Competencies		
Core Values: Focused, Fast, Friendly, Flexible, Forward-looking		
Core Competencies: Communication; Collaboration & Teamwork; Decision-making; Client Relations; Creativity & Innovation; Building Trust		
Managerial Competencies: Managing Staff Performance; Managing Staff Development; Project Management		
Functional Competencies: Building Partnership; Strategic Direction; Leadership; Mentorship		

How to apply:

Please send us your most updated CV and Motivation Letter to: prc.recruitment@redcross.org.ph , with the subject of the position title you are applying for.

Application Closing Date: 30 March 2023