



VACANCY ANNOUNCEMENT

Job Title: Wash Officer (Full time)

Project Name: IHF 2021/WASH

Project Area: Duhok (Zakho & Sumel)

Vacancy Ref. No:

Applicants Duty Station: Duhok

Preferable Gender: Female and Male

Duration of Appointment: 6 Months

Expected Starting Date: 1 August 2021

Deadline for online registration and Submission of CVs: 11 July 2020

Type of Contract: Employment Contract

Working Hours: 8:00am_3:30PM

Background:

Harikar NGO is a neutral, non-governmental, non-profit humanitarian organization established on 30th May 2004 by a group of social activists. Harikar NGO as stated in its mission statement strives toward the fulfilment of human and women rights in Dohuk Governorate as stipulated in the new Iraqi constitution of 15th October 2005. Harikar is committed to- within its resources- contribute towards the achievement of the internationally agreed Millennium Development Goals. Harikar believes in human rights, the right of every person to reach his/her potential without discrimination on the basis of race, gender, religion, social segment and ethnicity. Harikar strives to achieve social justice especially among the marginalized vulnerable groups and works towards eliminating all forms of discrimination against women by promoting their capacity to fully participate in community development. Harikar has been able to successfully carry out more than 80 projects, through funding from various partners including UNFPA, RRT/PRT, UNHCR, UNESCO, UNICEF, UNOCHA, Diakonia, UNDP, UNOPS, IRD, Mercy Corps, CARE International, ASB, GIZ, Acted, IRC, IRI, NDI, SCF-UK, Mission east, ICSP and others.



Terms of

Job Overview:

According to Strategic and Operational Guidance for Humanitarian Response in Informal Sites, 1M IDPs are residing in out of camps and about 104,000 are identified to be living in 575 informal sites in Iraq. As part the response to the needs of IDPs, Harikar will rehabilitate and extend water networks, provide 300 storage tanks with the standard size 250L per family, rehabilitate dysfunctional sanitation facilities, provide 50 garbage containers with 660L for an average of 8 households per container, promote hygiene using PHAST approach and distribute hygiene kits to reach 16,245 people in Zakho and Sumel districts.

Scope of Work (Duties and Responsibilities):

Objective 1: Program support;

- Assess needs for WASH interventions (Water, Sanitation and Hygiene) at community level including public schools and Health facilities in areas of intervention (Sumel and Zakho).
- Supervision, implementing and monitoring of the project field activities (WASH) in Sumel and Zakho.
- Provide technical guidance and expertise to the WASH Team.
- Responsible implementing and monitoring care and maintenance on household water storage tanks in all project areas.
- Responsible of implementing and monitoring care and maintenance on household water storage tanks in all project areas.
- Responsible of communal garbage container distribution activity in all project areas.
- Responsible of hygiene kit distribution plan and preparation.
- Responsible of household storage tanks distribution plan and preparation.
- Supervise the execution of the water network projects directly in collaboration with DOW in Duhok and Sumel.
- Conduct necessary trainings for the supervisees to build their capacity on periodical basis.
- Prepare a monthly plan that includes water network rehabilitation, care and maintenance of HH storage tanks, care and maintenance of sanitation facilities, distribution of water storage tanks, and distribution of hygiene kits.
- Supervise all related WASH activities in project intervention areas in Duhok.

Objective 2: Project Manager support;

- Support the Project Manager in the follow-up of HR, financial and logistics aspects of the project in Duhok.



- Prepare and submit reports to the Project Manager using the appropriate templates as per request and schedule.
- Flag issues as soon as they arise in the project intervention areas to make sure timely and appropriate response is taken place.
- Submit a work plan on weekly basis, including all project related activities for all project staff.
- Data collection, accurate record keeping and management of information to measure project indicators progress using required project activities tracking systems and impact of project in line with the project objectives, guiding humanitarian standards, and as required by the WASH Cluster.
- Perform other tasks as requested by the Project Manager.

Objective 3: Project Monitoring;

- Ensure the WASH and Protection field activities are implemented as per the implementation plan, project papers, and project MEAL requirements by monitoring the activities on daily basis to achieve a qualitative activity output.
- On-site checking Water network projects to ensure proper technical engineering standards according to the contract terms and conditions.
- Following up with care and maintenance of HH storage tanks, care and maintenance of sanitation facilities, distribution of water storage tanks, and distribution of hygiene kits.

Objective 4: Operation department (Procurement, Finance, HR, and MEAL) support;

- Prepare bill of quantities (BOQ) and construction plans related to the rehabilitation of water networks in Sumel area.
- Participate in design of the water networks rehabilitation and tendering processes.
- Provision of satisfaction and completion reports to Procurement department.
- Support the Finance department by providing receipts and issuing payments in areas of operation (outside Duhok only).
- Prepare the attendance sheets, proposals and other required documents by operation related to the activities that he/she is in charge.
- Abide by the security policies and procedures and report any incidents or breaches to line manager and / or security manager.
- Responsible of own security and actively contribute to a positive security culture.

Objective 5: Coordination;

- Collaborate with local authorities Duhok (i.e. DOW, Municipality, Mayoralty ...etc.) to obtain project implementation approvals, UN bodies and other stakeholders to ensure standards, regulations and procedures are adhered to in line with the SPHERE standard, government standards, and donor requirements



- Ensure the close liaison and consultation with community leaders in project intervention areas of during implementation of the WASH services as per project document requirement.
- Close coordination with the community leaders on regular basis.
- When required, in collaboration with Project Manager, represent Harikar NGO at government bodies and other humanitarian clusters meetings in Duhok.

Additional Duties and Responsibilities:

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- Plans, coordinates and organizes workload while remaining aware of changing Priorities and competing deadlines
- Team management abilities, decision making, and cultural awareness.
- Strong initiative to new ideas, flexibility in adapting to changes, and creativity in responding to challenges.
- Excellent communication skills (written and oral): Sensitivity to and responsiveness to project staff, local authorities, and the community.
- Commitment to the job and the organization.
- Responds positively to critical feedback and differing points of view.
- Solicits feedback from staff about the impact of his/her own behavior.

Experience, Qualifications and Skills:

Educational Qualifications:

- University Degree in Water/Civil Engineering field.

Professional Experience:

- At least 2 to 3 years of experience in WASH Projects implemented by national/international NGOs/UN bodies/ Government.
- Expertise in AutoCAD, Sketchup and Microsoft Office (for reporting).
- Good communication skills including writing skills.
- Strong management skills.
- Strong training & facilitation skills.
- Knowledge on estimation, drawing, and design of WASH infrastructures.

Skills:

- Fluency in written and spoken Kurdish, Arabic and English.

Reporting and Supervision

Reports to: Project Manager

Expected Conduct:

- Ensure that confidentiality is always maintained when sharing data and information about persons of concern;
- Maintain cooperative relationships with partners;



- Maintain high professional and ethical standard when both on and off duty, including upholding the principles and practices set out in the Code of Conduct and adhering to international standards;
- Seek guidance and technical support when needed with “Do no harm” principle being the priority at all times.

Commitment:

- All Harikar staff must be committed to the Core Humanitarian Principles as well as the Core Humanitarian Standards in Accountability and Quality Management
- All Harikar policies and guidelines are an integral part of this Job Description and must be implemented, e.g.:
 - i. Harikar operational guidelines and Policies.
 - ii. Guideline prevention of corruption.
 - iii. Guideline on PSEA.
 - iv. Harikar Code of Conduct
 - v. Child Safeguarding

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