



Vacancy Announcement

Job Title: Field Monitor
Project Name: Water conservation campaign in Duhok and Nineawa
Project Area: Nineveh governorate
Vacancy Ref.No: 84
Applicants Residence: Mousil
Preferable Gender: Both
Duration of Appointment: 6 Months
Expected Starting Date: 9 Jan 2022
Deadline: 5 Jan 2022
Type of Contract: Full Time
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 References

Job Overview:

Under the direct supervision of Project Manager for **Water Conservation Campaign in Duhok and Nineveh Governorates** at Harikar NGO in Duhok; and in close coordination with GIZ concerned staff, the WASH Field Monitor will provide support in the development, planning, implementation and monitoring of WASH projects in Iraq. The projects which are predominantly emergency response to the refugees, IDP and IDP returnee's crisis in Iraq; involving the water conservation awareness campaigns and hygiene promotion in camp and non-camp settings.

The position will require managerial responsibilities and geographical flexibility due to travel around the Governorates of Dohuk and Nineveh in order to map, expand and diversify the offered related services.

Scope of Work (Duties and Responsibilities):

- Supervision, implementing and monitoring of the field activities.

- Ensure the design of IEC (Information, Education, and Communication) tools and the implementation of promotion activities within the communities.
- Ensure the supply and availability of materials in the stock and sites.
- Support the Project Manager in the follow-up of HR, financial and logistics aspects of the project.
- Ensure smooth collaboration with the local authorities in the intervention areas.
- Follow up with the suppliers to ensure that the posters, signboards on safe water messages are installed properly and in the required locations.
- Monitor the site activities on daily basis and ensure that all activities are implemented as per the project plans and requirements.
- Monitor progress of activities, report all milestones and flag issues as soon as they arise.
- Participate in the regular meetings to review the quality and progress of the work. Prepare the required reports to the line manager (Project Assistant Manager) and feedback with accurate information.
- Supervise Team Leaders and Community Mobilizers performance and plans of activities in the field.
- Manage community outreach activities.
- Prepare project reports, and assist the Project Assistant in preparing the periodic reports.
- Facilitate the promotion of WASH program impact on water conservation activities.
- Ensure the close liaison and consultation with Community Leaders during implementation of the WASH services as per project document requirements.
- Undertake capacity building of the various groups involved in projects, including Household Sanitation Committees, Water Committees, Community Hygiene Promoters, in aspects of Water Sanitation and Hygiene in an emergency humanitarian situation.

Work Quality Outputs:

- Assist in establishing and oversight of implementation of systems for efficiently controlling the quality of technical works; closely tracking works' progress against payment and work plans, and controlling the quality of the final activities outputs as per donor and user community expectations.
- Supervise and monitor implementation of water conservation awareness activities in the households and increase water conservation awareness for the general public through water conservation carnival as well as, monitor with DoWs in project pilot project sites in Dohuk and Nineveh for the water conservation initiatives and capacity building of DoW staff.

Coordination with Local Community Groups/Government Departments/Other Stake Holders (Internal and External):

- Coordination with Directorate of Water (DoW) and other related government departments to obtain the approvals for the implementation of the project activities.
- Coordination with Local Community Groups/Government Departments as required.
- When required, in collaboration with WASH Project Coordinator, Represent Harikar at DoW.

Reporting and Communication:

- Ensure that project documentation is prepared, including weekly and monthly project reports on implementation/construction status and updating shared folders as per requirements of Harikar.

Other:

- Undertake other tasks as requested by the supervisors.

Safety and Security Responsibilities:

- Coordinate with the Security Officer and adhere to security procedures and actively contribute to a positive security culture.

- Abide by the security policies and procedures and report any incidents or breaches to line manager and /or the Security Officer.

Adhere to Harikar policies and principles:

- Ensure that project targets those beneficiaries in the targeted areas.
- Promote and share ideas for improvement and necessary changes of activities.

Liaise and collaborate with relevant local authorities and other key stakeholders:

- Build strong networks and connections with service providers of NNGOs, INGOs, and related governmental entities.
- Coordinate and cooperate with other Harikars' project staff.

Experience, Qualifications and Skills:

Educational Qualifications:

- A university Bachelor degree in Monitoring.

Professional Experience:

- Preferably a minimum of 2 years of relevant work experience.

Skills:

- Candidate should be able to work independently with minimum supervision and guidance from supervisors.
- Knowledge of English is mandatory; it is strongly recommended the applicant can speak and write English, Arabic and Kurdish languages very well.
- Advanced computer skills, particular Microsoft Word, Excel, Power Point and Outlook. familiar working with database and IT issues.
- Very good communication and interpersonal skills.
- Candidate needs to be flexible and creative, respectful and diplomatic. Results-driven and highly motivated.
- Able and or flexible in visiting Bardarash and urban settings in Duhok and Mousil governorate .

Reporting, Supervision and Performance Evaluation:

Reports to: Project Manager

Performance Evaluation: Project Manager.

Expected Conduct:

- Ensure that confidentiality is always maintained when sharing data and information about persons of concern;
- Work with the Harikar/GIZ team in a cooperative and collaborative manner;
- 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, guidelines and checklists are an integral part of this Job Description and must be implemented, e.g.:
 - Harikar Operational Guidelines and Policies.
 - Guidelines on Prevention of Corruption.
 - Guideline on PSEA.
 - Harikar Code of Conduct and
 - Checklist for procurement documents filing for supporting documents.

