



## **WASH-DRR Project Manager**

**Region:** Freetown

**Fields of study:** Public Health  
Engineering  
WASH/DRR

**Employment type:** Contractual  
Full time

**Required Qualification:**

Must have a Public Health/Environmental Health/Engineering Degree or similar qualification in a WASH/DRR related discipline. Any relevant Diploma will be a plus.

**Years of experience:** 3 - 5 years

**Required languages:** English

**Required general skills:** Good interpersonal skills  
Good communication skills



### **JOB ADVERTISEMENT INTERNAL/EXTERNAL**

Concern Worldwide is a nongovernmental, international, humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries. In Sierra Leone Concern Worldwide programmes focus on health, education and livelihood improvements in the framework of addressing challenges in relation to lack of (or low return on) assets, inequality and risk and vulnerability. Concern Worldwide has been operational in Sierra Leone since 1996. Programme implementation is based in three areas, namely Tonkolili District, Port Loko District and Urban and peri-urban areas in Freetown and the surrounding the Western Area.

This project is established in response to the landslide and flooding experienced in August 2017, and the consequent serious loss of life, damage to property and extensive economic loss. The project requires a Community-led Disaster Risk Management Planning process across 10 target communities, and extensive construction/rehabilitation of drainages as part of that process. The project will include all social groups in the community, enable leadership by the community and ensure mutual accountability within the community in relation to disaster mitigation and drainage maintenance.

Concern would like to invite well-experienced and professional Internal & External applicants for the under mentioned position:

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**Job Title:** **WASH-DRR Project Manager**

Duty Station: Freetown, Western Area

Contract length: 9 months with 3 (three) month's probationary period (with a possibility of extension)

Reporting to: WASH Programme Manager

## **CONCERN WORLDWIDE OBJECTIVE**

Concern Worldwide mission is to improve the living standard of people who cannot meet their basic needs by strengthening their capacity to meet those needs and responding to emergency situations. Every Concern staff member has an important role to play in ensuring that this mission is achieved and employees should be clear about how their own contribution can help the wider organisation achieve its objective.

### ***JOB SUMMARY***

The purpose of WASH-DRR Project Manager position is to provide a day to day management of Concern's Urban DRR project in high risk, flood prone areas of Freetown. The WASH-DRR Project Manager will ensure that both hardware and software activities are delivered in line with the proposal and agreed plans.

Whilst there is a WASH Manager to ensure an oversight and technical support on the project, the WASH-DRR Project Manager will track the budget and the day-to-day fields operation. In addition, the WASH-DRR Project Manager will provide support to the WASH Manager in the development of all necessary documentation (e.g. reports, new proposals and strategical documents). The WASH-DRR Project Manager will also be expected to represent Concern and give an informed account of Concern activities at stakeholder meetings.

In particular, the WASH-DRR Project Manager is expected to closely guide and monitor all staff under their line management with respect to proper implementation of activities and ensuring staff remain accountable to Concern's policies, guidelines and procedures.

## **SAFEGUARDING AWARENESS**

- Promote accountability and ensure compliance with Concern's Code of Conduct and Associated Policies (Programme Participants Protection Policy, Child Safeguarding Policy, Anti-trafficking Policy), Anti-Fraud Policy and Core Humanitarian Standard (CHS), including the complaint and response mechanism (CRM), to ensure maximum protection of programme participants and the efficient and transparent use of Concern's resources.
- Promote Equality, especially gender, within the organization and across programmes, in line with Concern's Equality Policy and, and ensures targeting and project implementation is informed by How Concern Understands Extreme Poverty (HCUEP).
- Promote and protect the reputation of Concern in external settings, ensuring that the organization's experience and expertise is well communicated and consistently presented, and that we are looked upon as a professional organization, guided by organizational policies and Concern's Code of Conduct

### ***MAJOR ROLES AND RESPONSIBILITIES***

The responsibilities of the WASH-DRR Project Manager are to: Programme design and planning

- In close collaboration with the WASH Manager, participate in the development of reports, new project proposals, including the preparation of logframes, results frameworks, M&E plans and associated budgets.
- In close collaboration with the WASH Manager, participate in the development of annual, monthly and weekly activity plans.
- Take the lead in conducting field assessments and needs identification surveys that may be requested for the development of ongoing project activities or for new project proposals. Programme implementation
- Oversee the day-to-day implementation of the field activities, ensuring they are conducted in line with agreed proposal and plans (quality and timely implementation).
- Prepare ToRs and other documentation (SRs, RRs...) for a programmatic and logistical preparation of the DRR activities to be implemented.
- Ensure that the software component of the programme (such as trainings, capacity building, social behaviour change activities etc.) are delivered as per agreed standards and methodologies.
- Ensure WASH-DRR Engineering Officers implement all DRR activities in an agreed manner and to favorise linkages between the software and the hardware components of the programme. Budget

management

- As a budget holder, monitor expenditures and ensure that expenditures are in line with agreed project plans and budget
- Produce and submit to the WASH Manager timely and accurate budgets and budget revisions for the Urban DRR budget
- Ensure that project expenditures are undertaken in line with finance and procurement policies and procedures and that resources are optimally utilised.

## **Monitoring and Evaluation**

- Under the supervision of the WASH Manager, ensure that monitoring and evaluation activities are carried out as per agreed plans.
- Participate in the development of M&E tools (questionnaires, check lists etc.) and coordinate their testing on the fields
- Participate in the design and development of a monitoring system for measuring the performance of the community groups supported by the programme.

## **Reporting and documentation**

- Prepare monthly activity report (SITREP) and submit them in a timely way.
- Actively participate in the production of donor and annual reports by giving updates and inputs to the WASH Manager in a timely and accurate manner.
- Actively participate in the documentation of good practices in the DRR programme through the production of activity reports as per agreed template.

## **Staff Management**

- Directly line manage a staff of 7 including software and hardware officers, and one M&E officer.
- Participate in the recruitment of WASH-DRR staff members through an active participation in the recruitment panels alongside the HR staff and the WASH Manager.
- Under the supervision of the WASH Manager, ensure that the work in the WASH-DRR programme is well planned and divided amongst the WASH-DRR team members so that the programme achieves its objectives and ensure that each team member has appropriate workloads and work efficiently.
- Monitoring the performance of the WASH-DRR team by conducting regular Performance and Development Reviews (PDR).

## **Coordination and Representation**

- Participate in coordination/stakeholder meetings upon the request of the WASH Manager
- Share information on Concern activities and coordinate with other agencies' to ensure the activities are implemented appropriately.

Other

- Assist in any other WASH/DRR work as requested by the WASH Programme Manager

## **RECRUITMENT REQUIREMENTS**

### **Education**

Must have a Public Health/Environmental Health/Engineering Degree or similar qualification in a WASH/DRR related discipline. Any relevant Diploma will be a plus.

### **Job related Experience and Knowledge**

Demonstrate at least 4 years experience in Urban WASH and/or DRR programme

Demonstrate at least 1 year experience in staff management

Ability to work on own initiative

Good communication skills

Good observation skills

Good interpersonal skills

## **COMPETENCIES**

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### **Essential Character:**

Personal integrity

Analytical thinking

Proactivity

Result orientation

Thoroughness

Effective communication

Respectful

### **Essential Skills:**

Information Handling

Planning and Organising

Problem Solving and  
Decision Making

Team building

### **Preferred competencies:**

Conceptual Thinking

Independent Thinking

Development Orientation

Flexibility

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## **SAFEGUARDING AT CONCERN: CODE OF CONDUCT AND ITS ASSOCIATED POLICIES**

Concern has an organizational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organization, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organization to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.

### ***HIV & AIDS***

Concern Sierra Leone is committed to respond to HIV & AIDS and to a supportive working environment for those infected or affected. Each staff member is required to contribute to achieving this commitment by:

- Raising awareness and being updated on HIV & AIDS issues
- Protecting him/herself and colleagues
- Sharing information with colleagues and avoiding stigma and discrimination

### ***GENDER***

Concern Worldwide in Sierra Leone recognizes that the establishment of equality of opportunity between men and women is fundamental to both the achievement of fairness and to poverty elimination.

Therefore, each staff member of Concern is expected to be sensitive to equality issues in their relationships with colleagues and in their work and to participate in implementation of gender mainstreaming plans, both at the workplace and in programmes

## RECRUITMENT REQUIREMENTS

### 1. Education

Ideally an Engineering Degree, though Public Health/Environmental Health or jimilar qualification in a WASH/DRR related discipline will be considered.

Any other relevant Diploma will be a plus.

### 2. Job related Experience and Knowledge

Demonstrate at least 4 years experience in Urban WASH and/or DRR programme

Demonstrate at least 2 years experience in staff and programme management Ability to work on own initiative

Good communication skills

Good observation skills

Good interpersonal skills

## HOW TO APPLY

Interested candidates should apply with:

- An application letter clearly justifying how you meet the selection criteria
- Recent Curriculum Vitae including names and full contact addresses of three (3) referees, one of whom must be their current or most recent employer.
- Candidates must state the position of each referee and his/her relationship to the candidate.
- A copy of a valid labour card must be attached to ALL applications (written or electronic) □Police Clearance will be required from the successful candidate

Applications should be either sent through email or by hard copy to the following addresses.

You can send through email to **info.sl@concern.net** - (<mailto:info.sl@concern.net>) OR deliver in Hard copy to the below locations

The HR Department, Concern Worldwide, 20 Old Railway Line - Signal Hill, Freetown The HR Department, Concern Worldwide, 2B Shamel Street, Magburaka, Tonkolili.

2 New London Avenue, Off Sheriff Street, Port Loko by Advocacy Radio – Port Loko

Please mark your application as per the references stated in the position above (by email please put the reference in the SUBJECT heading).

Closing date for receipt of applications for the above vacancy is on the 24th January 2020This recruitment process is subject to donor approval and funding.

Therefore Concern reserves the right to cancel the process based on this reason.

Only short listed candidates will be contacted.

PLEASE NOTE THAT A COPY OF THE APPLICATION LETTER (written or typed) and sent to the Ngo Desk Officer,  
Ministry Of

Labour, New England or emailed to email: **abubakarsilliah1@gmail.com** -  
**(mailto:abubakarsilliah1@gmail.com)**

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