Job Description

<table>
<thead>
<tr>
<th>Position:</th>
<th>Technical WASH Coordinator</th>
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<tbody>
<tr>
<td>Reports to:</td>
<td>WASH Specialist</td>
</tr>
<tr>
<td>Supervision of:</td>
<td>N/A</td>
</tr>
<tr>
<td>Duty station:</td>
<td>Beirut</td>
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<tr>
<td>Travel:</td>
<td>30%</td>
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<tr>
<td>Project number:</td>
<td>Refer to Contract</td>
</tr>
<tr>
<td>Duration and type of contract:</td>
<td>1 year, with possible extension</td>
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</table>

All NRC employees are expected to work in accordance with the organization’s core values: dedication, innovation, inclusivity and accountability. These attitudes and believes shall guide our actions and relationships.

NRC has been present in Lebanon since 2006 initially assisting Lebanese displaced persons and later Palestinian, Iraqi and Syrian refugees. The programme started with Education and Shelter interventions and, since March 2012, NRC has also Information, Counselling and Legal Assistance (ICLA), Collective Site Management and Coordination (CSMC) and WASH Programmes.

In response to the Syria crisis, NRC’s WASH programme aims at improving the access to water, sanitation and hygiene awareness of refugees living in Informal Tented Settlements or Sub-Standard Buildings.

1. **Role and responsibilities**

Under the guidance of the WASH Specialist, and in regular and close communication with the WASH PMs in the field, the Technical WASH Coordinator will help to fulfil NRC’s objectives. His main role will be to 1) perform data analysis of the WASH programme monitoring, 2) to assist the field team with technical drawings and 3) to deliver refreshment technical trainings to the WASH team in the field.

**Generic responsibilities**

1. Provide support to the technical aspects of the WASH projects according to strategy, proposals and guidance notes from the WASH Specialist
2. Ensure adherence to NRC policies and donor requirements
3. Develop WASH monitoring dashboards in coordination with the M&E department
4. Training and development of the WASH technical staff
5. Promote and share ideas for improvement and necessary changes in the activities
6. Cooperate with relevant partners and local authorities
7. With support of the WASH Specialist, organize trainings for the WASH technical team (as well as for relevant partners and beneficiaries as possible)
8. Monthly field visits as required
9. Capacity building of the WASH team
Specific responsibilities
These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

1. Deliver WASH induction trainings to new WASH staff based on WASH Specialist training package
2. Deliver WASH technical refreshment trainings to field teams on ad hoc basis
3. Assist WASH Specialist to delivery trainings
4. Produce AutoCAD drawings in support to field teams when needed
5. Support field teams in emergency interventions
6. Promote the use of inter-operable technologies (such as Kobo)
7. Analyse KAP survey results by producing pivot tables and charts
8. Produce maps with GIS software

Critical interfaces
By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Shelter PMs and PCs in the 3 field areas;
- IM technical specialist in Beirut;
- Shelter IM coordinator.

2. Competencies

1. Professional competencies

Generic professional competencies for this position:

- University degree preferably in knowledge management, engineering (civil, mechanical) or other relevant discipline;
- Minimum 3-5 years’ relevant working experience in data analysis
- Proven skills and experience in delivering trainings
- Experience from working in a humanitarian/refugee context;
- Ability to guide technical staff.

Context related skills, knowledge and experience:

- Fluent in Arabic and English, both written and verbal;
- Experience in Public Health is a plus
- Experience in designing research & evaluation projects is an advantage;
- Previous experience from working in complex and volatile contexts;
- Knowledge of humanitarian technical guidelines, standards, and indicators.

Technical Competencies

- Above average computer software skills; including experience working with statistical computer software packages such as SPSS;
- Advanced MS Excel skills (Essential): Ability to create macros and v-lookup, pivot tables etc;
- Experience with GIS and mapmaking is desired (ArcGIS, Mapinfo);
- Strong knowledge of AutoCAD, Google Sketch-up
- Strong Database skills such as Access database applications
- Experience with report generation and graphic design (through e.g. Adobe Illustrator, Publisher, InDesign) is an advantage;
- Understanding of web-based applications;
- Experience with one or more of following Software Packages is an added value: Mobiens Researchers/ Outreach; Kobo Toolbox; RAIS; DHIS2; Activity Info; Tableau; Suite CRM.

2. Behavioural competencies
• Working with People: Excellent interpersonal, written and verbal communication skills;
• Focussed on planning & delivering results
• Communicating with impact and respect (Excellent written and oral presentation skills)
• Strong analytical skills (qualitative and quantitative);

Personal Attributes:

• Experience in training and capacity building IM mechanisms at various project levels;
• Cultural and Gender sensitivity;
• Ability to translate planning specifications to technical briefs for data capture and analysis, and vice versa;
• Willingness and ability to travel regularly to field locations throughout Lebanon.

3. Performance Management
The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

• The Job Description
• The individual Work- and Professional Development Plan
• The Competency Framework

How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 010816-2

If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

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Tel/Fax: +961 1 744 488
E-mail: mg03@aub.edu.lb
Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.

For part-time job opportunities, visit:
http://aub.edu.lb/sao/cps/vacancies/Pages/Part-timeJobs.aspx
For full-time job opportunities, visit:
http://aub.edu.lb/sao/cps/vacancies/Pages/divisions.aspx