



## Role profile

Basic information	
<b>Job title</b>	State Programme Coordinator - Water Sanitation and Hygiene (WASH) - (Borno state).
<b>Department</b>	International
<b>Location</b>	Nigeria
<b>Reports to (Job Title)</b>	Senior Programme Coordinator- Humanitarian
<b>Matrix manager if applicable (Job Title)</b>	
<b>Direct reports (Number or Not applicable)</b>	
<b>Overall people management responsibility (Number or Not applicable)</b>	
<b>Matrix management responsibility (Number or Not applicable)</b>	
<b>Budgetary responsibility (Amount or Not applicable)</b>	
<b>Child protection clearance required (If applicable, Standard/Enhanced)</b>	Not required
<b>Expected travel per annum</b>	Occasional travel
<b>On call/unsocial hours</b>	No

Role definition
<p><b>Role purpose</b></p> <p>To lead and support Christian Aid partnerships and programmes and to support the effective implementation of CA funded humanitarian response with local partners implementing the programme. To contribute towards the smooth administration of the programme working mainly within the local office team but may have frequent contact with external partners in the course of work. To support communications and fundraising including from institutional donors.</p>
<p><b>Role context</b></p> <p>The State Programme Coordinator will be based in Borno field office with frequent trips to project communities in Borno and other Northeast states (Gombe and Adamawa). The role holder will lead on the assessment and analysis of WASH situations of households and communities, the design of response mechanisms and the high-quality implementation of programmes in an emergency. He/she is responsible for compiling regular action plans and quality programme reports. In coordination with the emergency response team, he/she provides technical assistance to the field staff and partners, designs and rolls out capacity building activities on WASH and oversees the successful programme implementation. The person is also responsible for monitoring WASH programmes, working in collaboration with other civil society organisations, local government and UN agencies (including</p>

active participation in the WASH cluster), and in sharing and incorporating learning into the programming cycle

**Key outcomes**

(Between 4 and 6)

- Develop and support a strong CA local partner portfolio in Borno and other part of the northeast with regards to WASH programming whilst promoting knowledge sharing and best practices through effective stakeholder consultations.
- Participates in resource mobilization and budget monitoring activities for CA projects in Borno and other states of northeast.
- Identify & build relationships with relevant groups thereby contributing to a multi-stakeholder engagement which aims at developing a mechanism to monitor and implement WASH cluster/sector decisions and recommendations
- Develop and roll out learning and capacity building modules for the partner organisation's staff and partners, as well as community groups in the area of WASH and ensure learning and proper documentation both internally and externally
- Participate and ensure adequate reporting of sector meetings and other relevant information sharing mechanism for the purpose of coordination
- Compliance with financial policies and procedures including reporting requirements and contribution made to other team members in the development and implementation of partner capacity building and training.

**Role requirements**

**Relationships**

(Key relationships, frequency of contact, purpose of contact (liaison/influencing/negotiating etc.)

**External**

**Internal**

The role holder will be required to work closely with partner organisations. Work closely with the country team staff , particularly humanitarian, advocacy, communication and fundraising staff in the UK.

**Decision making**

(Accountability, level of decision making and impact of them, authority to make decisions, how often, responsibility for resources)

Proposing action CA should take in its response to the humanitarian crisis ▪ Under the supervision of the Senior Programme Coordinator (SPC), ensuring funds are spent for the purposes they were approved and properly accounted for ▪ Supporting the preparation of Christian Aid's plans for effective utilisation of funds ▪ Preparation of reports and proposals to back donors as required ▪ Liaison with partners and facilitating partner capacity building.

**Analytical skills**

(Responsible for one discrete area or several strands within a function, how much creativity, analysis and judgement or routine/semi-routine)

Some problems or issues encountered in work are likely to be complex. Looks beyond and challenges data/information to generate recommendations/ outcomes that are not readily apparent from the data/information alone; seeks for and initiates new and diverse sources of information to test solutions and direction. Detailed risk assessment may be required. Expected to question processes and ways of working to identify changes that will improve organisational performance.

**Developing self and others**

(The extent to which the job holder is responsible for their own work, for influencing and/or directing the work of others, acting in

an advisory/specialist capacity)

Typically involved in developing others' skills by directing project work or in coaching and mentoring others including CA partners. May have the direct responsibility for developing, coaching and motivating one or more staff, undertakes performance reviews and development of action plans to improve the performance of others, whether staff or volunteers.

## Person specification

### Applied skills/knowledge and expertise

(Extent/type of knowledge, skills and experience required, extent to which a source of expertise to others. Maybe a professional qualification but may be skills and knowledge gained through experience)

#### Essential

- Degree- B.Sc, B.A degree development-related field with at least two years' NGO experience and managing WASH programmes in emergencies
- A thorough understanding of and ability to apply the SPHERE standards on WASH
- Experience of the programme management cycle especially around intervention on CLTS including project appraisal, monitoring and evaluation
- Understanding of partnership approach to emergency/humanitarian work and experience of working with local partners
- Working under own initiative with a variety of different stakeholders especially within the UN cluster systems
- Experience of and commitment to working through systems of community participation and facilitating capacity building skills.
- Strong report writing, analytical and documentation skills with Good interpersonal, organisational and communication skill.
- A solid understanding of the behavioural change approach will be an asset.
- Team management (if applicable): Experience in managing a team as a strong team player with positive attitude.

#### Desirable

- Specialised qualification in emergency and/or development work.
- Ability to speak and understand Hausa
- Understanding of the political, social and economic context of the region and the humanitarian/development issues and challenges it faces
- Experience leading water, sanitation and hygiene assessments and in designing, implementing and monitoring innovative and suitable interventions.
- Experience of policy, advocacy and communications work and cash transfer programming in humanitarian responses

### IT competency required

Intermediate

## Competency profile

### LEVEL 2: You are expected to be able to:

#### Build partnerships

- Take on different work when necessary to achieve a team or organisational goal.
- Actively consult with others to ensure you understand their needs or goals.
- Listen to and take on board fresh perspectives and views even if you initially disagree with them.
- Maintain on-going relationships with individuals and contacts through networks, based on mutual rapport and respect.

#### Communicate effectively

- Make complex things simple for the benefit of others.
- Actively listen and question to check your understanding and draw out others when they are not expressing themselves clearly or seem to be holding back.
- Be sensitive to what others may be feeling, based on what they say, how they say it and their non-verbal behavior, adapting your style and approach to fit.
- Address difficult issues when they arise, being honest and open.

**Steward resources**

- Implement ways to reduce the inefficient use of resources or pass the ideas on to someone who can make them happen.
- Estimate the resources needed to achieve your own work plans or objectives and to deliver them in the most efficient and cost effective way.
- Set and communicate realistic timelines for achieving tasks, working out how best to adapt as priorities change or unforeseen circumstances arise.

**Deliver results**

- Prioritise, plan and monitor own work to meet own and team deliverables to agreed performance or quality standards.
- Acknowledge others’ priorities whilst being prepared to say “no” if there are genuine reasons why their needs cannot be met.
- Use logical processes and relevant tools and techniques to report on information or analyse options.
- Make timely and considered recommendations or decisions based on analysis of available data, information and evidence.

**Realise potential**

- Evaluate your own work and actively address gaps in knowledge and skills, without prompting.
- Recognise how you react to feedback and manage reactions positively, acting on specific feedback from others.
- Share your knowledge where it will help others to be more effective.
- Provide instruction, constructive feedback and guidance to others to help them learn.

**Strive for improvement**

- Constructively challenge existing practice.
- Seek better ways of doing things, taking into account the possible implications.
- Make positive suggestions on a way forward when faced with challenges even if these fall outside own scope of work.
- Look inside and outside Christian Aid for new ideas and evaluate them for own work.

<b>DATE CREATED</b> (dd/MM/yyyy)	21/11/2016
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Further details of specific tasks and duties will be agreed with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.

This role profile is not prescriptive; it merely outlines the key behaviours the role-holder requires to be successful in the role; the key behaviours and responsibilities are subject to change. Any changes will be made in consultation with the role-holder.

You will be expected to abide by the Code of Conduct, policies and procedures within Christian Aid which may be updated from time to time.

You must be in sympathy with the aims, beliefs and values of Christian Aid as it seeks to work on relief, development and advocacy for poverty eradication.