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| **JOB TITLE:**  WASH PROJECT COORDINATOR | | |
| **TEAM/PROGRAMME:** Program Operations, Country Office | **LOCATION:**  Kitwe | |
| **GRADE**: 3 | **Type of Contract:** Fixed Term | |
| **CHILD SAFEGUARDING:**  Level 3 – the responsibilities of the post may require the post holder to have regular contact with or access to children or young people. | | |
| **Background**  Save the Children (SC) is the world’s leading independent organisation for children. Our vision is a world in which every child attains the right to survival, protection, development and participation. SC has been working in Zambia since 1983, implementing projects in the thematic areas of health and nutrition, education, child protection, Child rights governance, and social protection in collaboration with government line ministries, Civil society Organisations (CSO), and beneficiary communities.  With funding from the Cummins Foundation, SC will be implementing the **Better Health in Schools in** **Zambia p**roject that aims to increase access to safe water in six schools in Kitwe district by upgrading the water infrastructure. In addition, the project will support Menstrual Hygiene Management (MHM) and capacity strengthening of the WASH committees to enhance WASH governance in the schools.  **ROLE PURPOSE**  The WASH Project Coordinator will work closely with the subnational structures of the Ministry of Education, Ministry of Health and the Local Government to support the implementation, monitoring and evaluation of WASH interventions in the schools in line with the approved project document. He/she will represent the project at various district technical working groups and committees, ensure that program deliverables are achieved in a timely manner and consistent with the activity work plan, and best practices and key lessons learned are captured and documented. On a day-to-day basis, he/she will work under the direction of the Programme Manager and the Technical Specialists for the Education and Health thematic areas. | | |
| **SCOPE OF ROLE:**  **Reports to:** Program Manager Kitwe  **Staff reporting to this post:** None  **Budget Responsibilities:** Yes  **Role Dimensions**: The project coordinator for the Better Health in Schools in Zambia project manages the project communications, budgets, relationships and engagements for the project with the funding member office and the government line ministries. Internally, the Project Coordinator works collaboratively with other teams (PDQ, finance, Supply Chain and Awards). She/he engages with Health and Education Technical Specialists and CO senior management and support staff to ensure smooth running of the project. In addition, she/he works collaboratively with the line ministries to implement, monitor, and evaluate project activities. | | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Project Management**   * Work with Ministry of Education, Ministry of Local Government, and Ministry of Health to promote WASH by using the WASH in schools (WinS) strategy. * Coordinate capacity building and capacity strengthening of the school WASH committees to plan, implement, monitor and improve quality WASH in the supported schools. * Coordinate with the Country Office to ensure that the construction and upgrading/or rehabilitation of the water infrastructure in the project supported schools is conducted timely. * Support the design, planning, implementation and follow-up of hygiene promotion activities in supported schools * Support the setting up of WASH clubs in schools * Plan, organize, supervise and evaluate the distribution of hygiene kits and reusable sanitary pads to vulnerable learners in the supported schools. * Ensure budget planning and logistics for hygiene promotion activities, including the hygiene commemoration days * Plan and coordinate the employee engagement opportunities for Cummins staff to participate in the project activities. * Coordinate project activities with other local actors (governmental and non-governmental)   **MEAL and Program Reporting**   * Ensure that baseline and endline assessments are conducted timely. * Ensure that the program adheres to and meets all quality benchmarks. * Ensure functional project monitoring and evaluation systems are in place for the collection, consolidation and reporting of the standard project indicators. * Ensure timely submission of high-quality bi-monthly program progress updates and reports to the donor in accordance with the program reporting schedule and format.   **Budgeting and Financial Management**   * Ensure that a quality and timely program phased budget aligned with the DIP is in place * Ensure that program implementation meets the monthly financial performance target (100% burn rate) and annual spending against life of award budget not greater than 100% * Ensure excellent financial management and accountability in line with SCI policy guidelines.   The post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**) ***(need to explain and update our values according to the role)***  **Accountability:**   * Holds herself/himself accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values. * Holds the partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * Widely shares their personal vision for Save the Children, engages and motivates others   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * Values diversity, sees it as a source of competitive strength * Approachable, good listener, easy to talk to.   **Creativity:**   * Develops and encourages new and innovative solutions * Willing to take disciplined risks.   **Integrity:**   * Honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATION, EXPERIENCE AND SKILLS REQUIRED**   * Required: Degree/Diploma in Clinical Medicine, Nursing or Environmental Health * Minimum of 3 -5 years of professional experience in implementing development programmes incorporating WASH interventions in schools or targeting adolescents, especially girls. * Previous experience with donor funded programs supporting WASH and Menstrual Hygiene Management will be an added advantage. * Familiarity with evidence-based WASH interventions and best practices that are the focus of this project. * Excellent knowledge of the WASH programme in Zambia. * Excellent organisational, coordination and planning skills. * Demonstrated ability to work within a multi-faceted development program in collaboration with government ministries at provincial, district and community levels, and local partners. * Ability to work in a complex environment with multiple tasks, short deadlines. * Ability to work independently and with a diverse team of partners and counterparts. * Excellent interpersonal and communication skills (oral, written and presentation) * Excellent computer skills and experience working with Microsoft Office applications. * English fluency (verbal and written) required. | | |
| **Equal Opportunities**  The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Health and Safety**  The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures and the Government School Health Guidelines. | | |
| **Additional job responsibilities**  The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | |  |