**WASH ASSISTANT POSITION**

**TERMS OF REFERENCE - APRIL 2022**

1. **TERMS OF REFERENCE**

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| 1.1 | JOB TITLE: | WASH Assistant |
| 1.2 | DUTY STATION: | Baardheere Town, Baardheere district, Gedo region, Somalia |
| 1.3 | STARTING DATE: | 1st October 2022 |
| 1.4 | CONTRACT DURATION: | 6 months |
| 1.5 | REPORTING TO: | Project Manager |

1. **JOB DESCRIPTION SUMMARY**

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| 2.1 | **BACKGROUND AND GENERAL CONTEXT OF THE PROJECT** |
| Action for Social and Economic Progress (ASEP) is a Somali NGO active in Somalia for over 25 years. Since its establishment in 1995, ASEP has implemented numerous projects in the humanitarian and development core sectors and has gained significant knowledge and technical expertise in multiple sectors such as Water Sanitation and Hygiene (WASH), Livelihoods, Education, Protection, Peace and Governance, Emergency Response; and Climate Change Adaptation and Disaster Risk Reduction.  ASEP is currently Implementing and Emergency WASH project funded by the Somali Humanitarian Fund (SHF) and titled “Provide *lifesaving WASH services to most vulnerable drought affected/displaced communities including IDPs to prevent loss of lives and drought induced displacement in Baardheere district, of Gedo region, Somalia*”. The overall aim of the project is to meet the immediate lifesaving needs of the targeted communities as well as provide sustainable water facilities and improved access to safe water to drought affected communities including IDPs. The project is expected to run for 12 months between 01.April.2022 to 31.March.2023. Its WASH activities will focus on both immediate and sustainable WASH intervention and will target 20,710, 19,060 direct and 1,650 indirect beneficiaries, (4142 men, 5592 women, 4763 boys, 6213 girls) in 5 villages/towns (Baardheere town, Cows Qurun, Daarasalaam, Guurey/Geriley ,Wadajir) in Baardheere district, Gedo region, Somalia. | |
| 2.2 | **PURPOSE OF THE POSITION, MAIN RESPONSIBILITIES AND TASKS:** |
| ASEP wishes to recruit a qualified WASH assistant who will be based at the field in Baardheere Town, Baardheere District. He/she will support WASH officers in the field to oversee project management, planning, implementation, monitoring, and evaluation in the field. He/she will frequently travel to project sites and will report to the WASH Engineer and will support the WASH Officers in overseeing the WASH construction activities on a daily basis as well as overseeing the implementation of all other WASH-related activities such as hygiene and sanitation promotion campaigns.  **Responsibilities:**   * Assist in the project implementation and community mobilization. * Assist in the supervision of contractors on all construction sites to guarantee that the work is completed in accordance with the WASH standards. * Assist in ensuring that the activities are completed in accordance with WASH cluster technical specifications and with high quality workmanship. * Collaboration with local authorities during the project implementation. * Monitor the work, keep track of progress, and generate regular progress reports to be shared with the WASH cluster. * Maintain a file system for all site memos and instructions, measured quantities of work, reports, and an electronic library of images and other construction-related papers and correspondence. * Assist in conducting community mobilization, sensitization, project beneficiary selection, registration, and verification. * Ensure that hygiene promotion activities are carried out among the members of the targeted community by the community hygiene promoters. * Inspect on a daily basis the water trucking activity and ensure that recipients receive a clean and adequate amount of water during water trucking. * Assisted consultant in undertaking a hydrogeological survey for the borehole construction activity. * As needed, assist in the collecting of meaningful statistics, success stories, and beneficiary lists. * As needed, facilitates communication and interaction between target communities, local authorities, and ASEP. * Conduct bi-monthly water quality tests, and generate analysis and reports at all project constructed and rehabilitated water points. * Collaborate closely with WASH officers to ensure project completion on schedules. * Any other special assignment in relation to the project assigned to you by the supervisor/line management | |

1. **POSITION REQUIREMENTS**

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| 3.1 | **EDUCATION:** |
| * Relevant training and experience in Water, Sanitation and hygiene. * High degree of computer literacy | |
| 3.2 | **PROFESSIONAL EXPERIENCE:** |
| * Minimum two years relevant working experience specifically in WASH in a Non-governmental organization * Experience in community social work * Good report writing and communication skills | |
| 3.3 | **LANGUAGES**: |
| Fluency in written and spoken Somalia and English. | |
| 3.4 | **SKILLS AND PERSONAL REQUIREMENTS:** |
| * Proven ability to prioritize and meet deadlines. * Excellent oral and written presentation skills. * Knowledge and experience using MS Office * Good knowledge of sphere and WASH cluster standards * Be flexible and willing to work in a team spirit. * Attend training and meetings required by the supervisor. * Be ready to be on call at times of need/emergencies. * Be flexible and be able to give assistance with different activities not included in this primary job description | |

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| **HOW TO APPLY** |
| You may send your applications which must contain a CV and a cover letter via email to info@asepsomalia.org  When applying, please provide the position and location in the subject line, for example, "Wash Assistant - Baardheere Town, Baardheere district"  ASEP provides equal opportunity to all candidates, and women are strongly encouraged to apply. Only those who have been shortlisted will be notified. |