

PROJECT OFFICER

Department: Programmes

Place of work: Kumasi, Ghana

Duration: Full time, fixed term (till 31st March 2023)

Salary: Base salary GHS 39,489 – GHS 42,200, plus transport allowance, medical insurance and life assurance

Grade: 6

Reports to: Technical and M&E Lead

About WSUP

Water & Sanitation for the Urban Poor (WSUP) is a not-for-profit company that helps transform cities to benefit the millions who lack access to water and sanitation. We were created in 2005 as a response to the urban explosion that has left many cities unable to provide basic services, such as access to a toilet or drinking water, to low-income communities. We work alongside local providers, enabling them to develop services, build infrastructure and attract funding so that they can reach low-income communities.

We work in seven countries in sub-Saharan Africa and Asia, supported by an office in the UK. Since inception we have helped over 30 million people access improved water, sanitation and hygiene services.

WSUP's innovative approach to creating impact is guided by our values, which are the common fundamental beliefs and principles that guide us. All our staff are expected to embody these values in their day-to-day work and interactions. To learn more about our values, please see www.wsup.com/about/work-with-us/.

For more information about WSUP's vision and approach, see <https://www.wsup.com/where-we-work/ghana/>

About the role

WSUP is seeking a motivated self-starter to perform an exciting and varied role to support in the implementation of a project towards reinforcing hygiene and behaviour change messaging and improving education and sensitization for COVID-19 vaccine uptake. With funding from Unilever-FCDO, the programme will implement Hygiene Behaviour Change Collation (HBCC) hygiene and Covid 19 Programmes in Ghana. The purpose of this programme is to build urban resilience to Covid-19 in major cities in Ghana (Accra, Kumasi, Tamale and Takoradi). This programme will target low-income city residents – including the most vulnerable – through delivering key messages on hygiene, need to prevent Covid 19 despite low infection rate, family and domestic hygiene, sensitization on vaccine safety and efficacy alongside strengthening capacities of municipalities to address future emergencies.

Application deadline

5th July 2022

Interviews

Date of interview to be confirmed – usually within 2 weeks of application deadline

The full job description can be found below.

To apply for this position, go to <https://www.wsup.com/vacancies/> to upload your resume and cover letter.

Please note: This job is based in Ghana. **Applicants must have the right to work in Ghana at the time of application.** Please do not apply if this is not the case.

Job Description

Overall purpose

The Project Officer will support the Project Lead in the implementation of the Unilever FCDO HBCC Strengthening of community and institutional resilience against COVID-19 and supporting vaccine uptake in Ghana in an assigned Metropolis (Kumasi) in collaboration with the authorities of the Metropolitan Assembly and other partners. The post holder will be directly responsible for planning, implementation and monitoring programme delivery in their catchment Metropolis and reporting to the Project Lead. She/He will ensure that programme activities are delivered on time to the highest quality standards and value for money. The Project Officer ensures all aspects of the project are implemented effectively, professionally, and in accordance with the culture and practices of the local population, WSUP and donor requirements.

Main responsibilities & tasks

1. Engage Community stakeholders, Environmental Health Officers (EHO's) and media outlets for implementation of the HBCC Strengthening Urban Resilience to Covid19 campaign in the assigned metropolitan area.
2. Collaborate and coordinate with the government, NGOs/INGOs and UN agencies on WASH issues at the Metropolitan level.
3. Support the Project Lead in carrying out project planning, management, implementation and monitoring in the assigned Metropolitan Assembly in collaboration with the Metropolitan Authority.
4. Support project coordination for improved hygiene and Covid-19 related messaging and implementation of activities with partners with the highest quality standards required in assigned catchment Metropolis.
5. Monitor and report progress to the Project Lead of the day-to-day activities.
6. In close cooperation with the Metropolitan Assembly, ensure that logistics, equipment, and PPE materials provided are distributed fairly and in line with plans and relevant associated documentation is completed accordingly.
7. Support stakeholders to carry out activities in compliance with all legal, health, safety, safeguarding and environmental requirements of the project's field activities within the catchment Metropolis, including interaction with community members, consultants and Environmental Health and Sanitation Officers assigned to deliver on the project in accordance with all internal, external, and national standards and donor requirements.
8. Submit all required programme and operations documents in a timely and complete manner to the Project Lead. Effectively coordinate with supply chain, finance and administration for complete and accurate reporting and delivery.
9. Ensure that all relevant documentations, reports, MOUs, and agreements are in place and properly filed.
10. Coordinate and monitor the use of financial and material resources relevant to program needs. Through planning and oversight, ensure efficient use of project resources and assets.
11. Be accountable and transparent in ensuring that all project materials, property, logistics and PPEs entrusted in your care are put to the required use.

12. Ensure funder and WSUP's visibility and/or branding used in the project is in line with the recommended guidelines in consultation with the Project Lead.
13. Ensure that all relevant stakeholders have the right information about the project, its objectives, deliverables, and timelines.
14. Undertake any other project-related tasks that shall be assigned by Project Lead/Management.

Person specification

Evidence that applicants meet the essential criteria will be assessed by the following methods: Application (A), Interview (I), and Test (T) as indicated below.

Essential

Qualifications and experience	<ul style="list-style-type: none"> - First University Degree in relevant subject such as (Environmental Health and Sanitation, Environmental Sanitation Engineering, Epidemiology and Disease Prevention, Public Health, Social Sciences) or related subjects from an accredited/recognized University/Institute. (A) - Experience working in different cultural contexts. (I) - Experience in project coordination and planning. (A, I) - Experience working in low-income communities (LIC) and / or media engagement (A, I) - Experience in participation of Metropolitan level coordination meetings (I)
Knowledge	<ul style="list-style-type: none"> - Knowledge of WASH sector and WASH partner engagement in Ghana (A, I) - Knowledge of the local government system and the Metropolitan assembly (I) - Knowledge of project management life cycle (A, I, T) - Knowledge of Microsoft office applications. (I, T) - Understanding of the safeguarding risks relating to work in schools and communities (I)
Skills and abilities	<ul style="list-style-type: none"> - Willingness and openness to working in the sanitation sector (A); - Ability to influence and engage effectively with local government and the Metropolitan Assembly(A, I); - Excellent written and oral communication skills (A, I); - Excellent skills with Microsoft Office suite, including Excel and Word (A, I);

Desirable

Qualifications, experience, knowledge, skills	<ul style="list-style-type: none"> - Related experience at the district, municipal or metropolitan assembly level, in implementation of public health surveillance, health campaigns and response and overall WASH experiences. (I) - Previous experience in implementation of Behaviour Change Communication (BBC) and/or social marketing initiatives is an advantage. (A)
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	<ul style="list-style-type: none">- Experience working in the assigned project location (Kumasi Metropolitan area is an advantage). (A)- Previous experience working in collaboration with multiple actors in public health campaigns. (A)- Prior working experience in the field with an NGO/INGO. (A)
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