

WASH (Water, Sanitation and Hygiene) Program Officer

Habitat for Humanity Vietnam (HFHV) is currently seeking a professional individual to serve as a The WASH Program Officer, based in Ha Noi City. The primary function on this position is to coordinate with HFHV WASH Senior Specialist to carry out research and develop activities and innovative approaches for HFHV's WASH program across the country. This position will work closely with Northern Program Manager to support the Northern program team to design and implement WASH related activities at program and project areas.

The WASH Program Officer is responsible for but not limited to

- Conduct the research and analyze baseline study on WASH at Northern program areas and development new innovative approaches for WASH activities in collaboration with the WATSAN Senior Specialist;
- Support with Northern Program Manager and project officers to develop action plans and implement project activities related to WASH;
- Participate in midterm and final evaluation of allocated projects
- Work closely with PSI technical experts, especially WATSAN Senior Specialist, to develop the appropriate technical documents, guidelines, manuals, Information, Education & Communications (IEC) materials such as audio/visual aid training tools. Consult with Northern Program Manager to contextualize for suitability for specific project areas;
- Consult with program team and community to ensure WASH activities maximize gender mainstreaming and inclusiveness of vulnerable & disable groups;
- Review and adjust (if needed) current methodology for WASH training in collaboration with the WATSAN Senior Specialist. Equip allocated staff of Northern program with required skills for application of training methodology through training and coaching.
- Conduct WASH training courses as needed and requested.
- Support the development of WASH initiatives that lead to market-based solutions that will allow low income families to afford improvements to their housing and living conditions;
- Identify potential agencies/ institutions who wish to collaborate for research, development and implementation of appropriate water and sanitation services;
- Provide information and assist with the development of concept notes and proposals for WASH components;
- Available to participate in and provide support to the Emergency Response Team as needed and requested;
- Coordinate in establishing new or strengthening relationships with NGO WASH working Group in Ha Noi by networking and participating in related events, meetings, or trainings workshops;
- Other relevant tasks as required.

Requirements:

- Nationality: Vietnamese
- University degree in Public Health, Water/ Environmental Engineering, Or Social Sciences in

relevant fields, with a minimum of 3 years experience in management and implementing of WASH projects in Vietnam and in Northern provinces. Experience in research and analysis including but not limited as baseline survey, need assessment, and Knowledge Attitudes and Practices (KAP) survey;

- Solid knowledge and skills on developing Information Education and Communication training materials on WASH and participatory methods for adults and for school children such as Photo voice, Participatory Hygiene And Sanitation Transformation (PHAST)/ Children Hygiene And Sanitation Training (CHAST) approach, Train of Trainers (TOT), conducting awareness raising trainings and behaviour change campaigns at community and school;
- Hands on experience in project cycle management and implementation
- Computer proficiency in MS Word, Excel, PPT etc.
- A self-starter who works with minimum oversight and who is keen to innovate
- Strong interpersonal skills and team work

How to Apply:

Closing date: **10 Aug 2015**

Your application **must** include:

- A cover letter clearly demonstrating your suitability for this position
- A comprehensive CV (no more than 2 pages)
- Contact details (including telephone number and email) of 3 references including most recent direct supervisors
- Expected salary

Applicants who do not provide **all** of the above requested information will not be considered.

Email your application to:

Human Resource Department

Habitat for Humanity Vietnam

Email: application@habitatvietnam.org

Habitat for Humanity International (HFHI) is a non-profit, ecumenical Christian housing ministry that seeks to eliminate inadequate housing and homelessness in the world, and to make decent shelter a matter of conscience and action. It was founded in 1976 and Habitat for Humanity Vietnam is a branch of HFHI. HFH Vietnam is an equal opportunity employer.

We sincerely thank you for your interest in Habitat for Humanity Vietnam