

JOB TITLE: WASH Project Manager	
TEAM/PROGRAMME: Emergency	LOCATION: Ho Chi Minh City and Project sites
GRADE: TBC	POST TYPE: National
CHILD SAFEGUARDING: TBC	
<p>ROLE PURPOSE: The WASH Project Manager ensures that water, sanitation & hygiene activities in the Mekong Delta are implemented to a high standard of quality, on time, and within budget.</p>	
<p>SCOPE OF ROLE: Reports to: Emergency Program Manager</p> <p>Staff reporting to this post: Project Officers and Assistants</p> <p>Budget Responsibilities: USD 500,000</p> <p>Regional Dimensions: None</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <ul style="list-style-type: none"> • Project management <ul style="list-style-type: none"> – Overall management of the project including project design and field implementation (i.e., assessment, planning, implementing, monitoring, and evaluation) – Develop detailed workplans for the project, and support local partners and contractors to implement the planned interventions effectively – Report regularly on project implementation progress to donor as required – Actively participate and provide input for developing new concept notes/proposals and program strategies – Ensure that all project activities are implemented on time and within budget – Ensure that procurement of supplies and services (including media, construction, consultants etc) are implemented in line with Save the Children’s procurement policies and on time – Ensure that finance procedures are followed in line with Save the Children’s finance policies. – Ensure that contracts for construction are managed effectively • Budget Management <ul style="list-style-type: none"> – The Project Manager will be fully responsible for managing the budget of WASH projects including budget planning, regular budget projections, expenditure monitoring, and budget reporting – Ensure the effective and efficient use of all Save the Children resources in order to keep costs low and ensure safety in the workplace. • Staff management <ul style="list-style-type: none"> – Provide direct supervision to Project Officers and Assistants to ensure the project team works productively in field implementation – Work together with project team’s members to identify clear performance objectives for each member including capacity building, and support and motivate them to develop and implement their plans to achieve their objectives. – Provide orientation and training where necessary for staff to ensure that finance, administration, procurement and logistics procedures are followed – Manage day to day activities of field staff ensure that project activities are implemented on time – Identify suitable capacity building opportunities for field staff in line with their job requirements and performance objectives 	

- Organize monthly team meetings to include project updates and internal capacity building activities for staff
- Coordination
 - Develop open and transparent working relationships with Government partners at provincial, district and commune levels.
 - Manage SC/GoV project agreements, Memorandum of Understanding, and reporting of activity and financial progress
 - Develop open and productive working relationships with non-governmental and community-based groups at local and national levels.
- Reporting
 - Compile monthly detailed activity and (activity level) expenditure reports
 - Prepare quarterly draft case studies on innovations and lessons learned for external partners and media
 - Prepare draft mid- and end- project reports for development into full donor reports
- Accountability
 - Ensure that beneficiary is equitable and justified
 - Manage implementation of accountability strategy
 - Ensure that project files for construction projects, household repair files, research study reports and distribution files with beneficiary signature lists etc are maintained for sharing with partners and to meet donor accountability requirements
- Other related responsibilities as assigned by supervisor

SKILLS AND BEHAVIOURS

- Strong project and people management skills
- Interpersonal skills and diplomacy
- Strong partnership management skills
- Flexibility to spend extended periods of time travelling to project sites
- IT skills (MS Word, Excel & PowerPoint, CAD software including AutoCAD or SolidWorks, MS Outlook etc)
- Training skills
- Financial and ethical integrity

QUALIFICATIONS AND EXPERIENCE

Essential

- University degree in civil engineering, water engineering or similar, preferably with an additional project management qualification
- Minimum 5 years of project management experience, preferably with an NGO
- Minimum 4 years managing WASH (water, sanitation & hygiene) projects, preferably with an NGO
- Good communication skills and a positive attitude to team work
- Advanced level of spoken and written English and Vietnamese
- Strong leadership skills
- Commitment to Save the Children's values

Desirable

- Experience of school water supply projects
- Experience of school sanitation projects
- Experience of household rainwater harvesting projects

- Experience of social marketing, behaviour change, school hygiene promotion, and capacity building
- Experience of designing and implementing KAP surveys using cluster sampling, and qualitative assessments
- Experience in project facilitation, training, program planning, design, monitoring and evaluation including need assessment and project review
- Experience of managing consultants

Equal Opportunities
 The post holder is required to carry out the duties in accordance with the Save the Children International (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.

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

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