

Habitat for Humanity Cambodia Job Description

Name of Position	Water Enterprise Operations Specialist (WEOS)
Job Grade/Class	8
Current Holder	None (New Position)
Based at (Location)	Siem Reap with extensive travel to project areas
Reports To	Programs Manager
Direct Subordinates	n/a 1 year contract that may be renewed based on performance and funding
Core Functions	<p>The Water Enterprise Operations Specialist (WEOS) is responsible for systematically improving the establishment and management of Habitat Cambodia water and sanitation programs. The WEOS initial task will be to implement the substantial recommendations of the SEVEA report focusing on making HFHC's existing water kiosks sustainable and clean following the Teuk Saat 1001 model. S/he will select partners to implement WASH programs for HFHC and oversee the implementation of those programs. S/he will make sure that future WASH programs are sustainable. Identify and develop WASH programs.</p>
Main Tasks	<ul style="list-style-type: none">• Develop an action plan based on SEVEA WASH report• Work with water stations, community groups and NGO partners (READA) to implement these plans• Provide oversight to the water stations operations of HFHC to ensure that SEVEA recommendations are implemented successfully• Ensures that there are regular water quality, system, and technology check-ups for compliance with the drinking water quality standards• Monitors groundwater levels and updates pertinent records with data regarding production/consumption comparisons and projections;• Provides input for the preparation of annual water reports for submittal to the Department of Trade and Commerce, HFHC and consumer/enterprise partners;• Assists in conducting regular customer feedback assessments to ensure product and service satisfaction.• Assists the Programs Manager in selecting new sites and developing new WASH programs• Ensures regular check-ups of the financial bookkeeping of all the stations• Assists the Programs Manager in the developing and implementation of a long-term WASH plan for HFHC• Coordinates, develop and maintain a good relationship with and closely work with the WASH stakeholders, donors, partners & government entities to ensure the WASH activities are effectively implemented, and inter-agency meeting or workshops• Host visitors including donors, government officials, NGOs, and other stakeholders and donors to water stations• In coordination with PDME, design and develop appropriate supervisory, monitoring, evaluation, learning and accountability systems for water stations and in some instances integrated interventions• Ensure that all data and information are updated, well organized and easily accessible; and that lessons learned and best practice are captured.• Ensures that program protocol, such as the completion of reports, annual plans, etc. are done in a timely matter and submitted to the Programs Manager, and• Liaise regularly with and perform any other tasks as assigned by supervisor(s)

Authorities and Authority Limits To be determined

Skills/Attribute and Experience

SKILLS AND ATTRIBUTES:

- Uphold and remain committed to the Habitat for Humanity Vision, Mission Statement and Mission Principles.
- Advanced university degree in engineering, environmental health, public health or a related subject or equivalent experience.
- 5-year field working experience in social water enterprise or equivalent experience.
- 2-year field working experience in WASH programming, preferably at an international NGO and in a humanitarian emergency context
- Significant experience in working with local, regional, and national government agencies and stakeholders in developing countries
- Demonstrated experience at project planning, organizing, and meeting implementation timelines and deliverables as well as budget management preferably
- Excellent facilitation, communication, and listening skills
- Proficiency in English both spoken and written
- Ability to work to deadlines for extended hours, under pressure and independently.
- Computer literate in Ms. Word and Excel, Spreadsheet and Email Outlook.
- Strong interpersonal and team-building skills, flexibility, and patience.
- Willingness to travel

Supervisor (signature/name): _____

Date: _____

Incumbent (signature/name): _____

Date: _____