



## POSITION DESCRIPTION

<b>TITLE</b>	Program Manager – District Wide Approach
<b>LOCATION</b>	WaterAid Office, Phnom Penh, Cambodia
<b>EMPLOYMENT BASIS</b>	3 year contract, competitive INGO salary
<b>START DATE</b>	April 1 <sup>st</sup> 2017
<b>APPLICATION CLOSE</b>	25 <sup>th</sup> January 2017

WaterAid Cambodia was established in 2014 and has ambitious plans to work with a range of stakeholders to support the sector aim of reaching universal access to sanitation and water in Cambodia by 2025. WaterAid Cambodia's program is based on influencing and sees sector strengthening as the key to bringing about sustainable change.

The Program Manager - District Wide Approach will demonstrate how sustainable WASH services can be achieved at the scale of a district. The Program Manager will use this experience to bring about changes at the sub-national level, by contributing to delivery of contribute to delivery of the Royal Government of Cambodia's National Action Plan and a Provincial Action Plan for rural WASH.

This position of Program Manager – District Wide Approach requires a person who can bring people together for collective impact and has a passion for hygiene, sanitation and water issues. The position requires a highly motivated individual, with exceptional management skills who is able to work strategically, creatively and collaboratively.

### Our Vision and Mission

WaterAid's vision is a world where everyone, everywhere has safe water, sanitation and hygiene. WaterAid's mission is to transform the lives of the poorest and most marginalised people by improving access to safe water, sanitation and hygiene.

WaterAid is an international non-governmental organisation focused exclusively on improving poor people's access to safe water, hygiene and sanitation. We work in 37 countries and have programs in Africa, Asia, Central America and the Pacific region. We campaign globally with our partners to realise our vision of a world where everyone has access to these basic human rights.

### Overview of WaterAid

WaterAid Australia is committed to supporting countries in the Southeast Asia and Pacific region to reach universal access to sanitation, hygiene and water by 2030, in line with the Sustainable Development Goals and WaterAid's Global Strategy. WaterAid Australia works within a federated international NGO structure, and is the WaterAid international member responsible for managing country programs in Southeast Asia and the Pacific. WaterAid



Australia has established country programs in Timor-Leste, Papua New Guinea and Cambodia.

### **Vision for the Role**

The Program Manager will work closely with sub-national authorities to support the roll out and monitoring of a Provincial Action Plan on rural WASH and manage a program that addresses all aspects of sustainable service delivery for water, sanitation and hygiene at the district level, with a focus on households and healthcare facilities. The vision for the role is to promote local leadership and leverage available resources for greater collective impact. WaterAid's 'District Wide Approach' (DWA) and the principles of the 'Agenda for Change: Achieving Universal Access to Sanitation Hygiene and Water by 2030' will be adapted to the Cambodian context and utilised. Experiences gained from the program will be used to inform policy dialogue and decentralisation reforms at the national and sub-national level.

### **Purpose of the Role**

The primary purpose of this role is to manage the delivery of a three-year program using a district wide approach and use the experiences for advocacy.

### **Accountabilities**

#### **1. Sector influencing**

- Provide visionary leadership at the provincial level to show how the sector can operate more effectively and develop advocacy strategies to bring about these changes.
- Establish relationship with sub-national authorities, including provincial, district and commune authorities, Ministry of Rural Developmental Ministry of Health, and continually collaborate with a range of actors at the local level to maximise available local resources and strengthen sector processes at sub-national level.

#### **2. Program development and delivery**

- Contribute to the design of a three-year program based on a DWA, in line with WaterAid's 'Agenda for Change' principles and fitting with latest decentralisation reforms in Cambodia.
- Design and deliver activities to catalyse local champions and develop skills of local leaders to improve water, sanitation and hygiene within their communities.
- Build on recent sector experiences in Cambodia to develop and manage programs to support sub-national actors to deliver their new mandates relating to sanitation and water supply.
- Establish new partnerships with local private sector for improving hygiene behaviours and functionality of rural water supplies.
- Design and manage mechanisms for local actors to assess and respond to threats to water security.
- Building on the existing Social Accountability Framework, develop formal accountability processes for WASH services.



### **3. Documentation and learning**

- Contribute to documentation activities using a creative range of communication approaches to ensure that lessons reach key audiences and feed into policy dialogue in Cambodia and globally.
- Actively engage in learning process between WaterAid country programs working on DWA and make high quality contributions to global publications and global learning events based on the Cambodian experience.
- Manage monitoring and evaluation activities relating to the DWA program and ensure this information is used to effect change in the program and the sector.

This role will require frequent travel within the country and occasional international travel.

### **Management Relationships**

The position is based in the WaterAid Cambodia Phnom Penh office and is line managed by the Program Manager – Sector Strengthening. The Program Manager will be responsible for all relationships with Ministries and sub-national government for delivery of the program.

## Selection criteria

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Bachelors qualification in social sciences or other relevant discipline.</li> </ul>	<ul style="list-style-type: none"> <li>Masters level qualification.</li> <li>Qualification in rural development, governance or WASH related fields.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Five to ten year's work experience in a related field.</li> <li>Managing development programs at scale.</li> <li>Establishing and managing partnerships with local government, private sector and local NGOs.</li> <li>Managing M&amp;E systems, including use of digital platforms.</li> <li>Mentoring and coaching of local partners.</li> </ul>	<ul style="list-style-type: none"> <li>Familiarity with 'District Wide Approach' and 'Agenda for Change principles'.</li> <li>Water security issues, risk assessment and participatory planning.</li> <li>Managing WASH programs at scale.</li> <li>Behavior change strategies.</li> <li>Developing and delivery of advocacy strategies to bring about change.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Governance issues at sub-national level.</li> <li>Detailed understanding of sub-national planning and budgeting processes.</li> <li>Knowledge of current decentralization reforms.</li> <li>Understanding of social accountability frameworks.</li> <li>Ability to transfer knowledge and skills to others.</li> <li>Documentation skills, drawing on program learning and presenting to various audiences</li> <li>Strong computer literacy.</li> </ul>	<ul style="list-style-type: none"> <li>Issues relating to sector strengthening in the WASH sector.</li> <li>Understanding of WASH sector financing.</li> <li>Skilled in setting up social accountability frameworks.</li> <li>Skilled in data analysis and presentation.</li> <li>Able to use mWater and/or equivalent digital monitoring platforms.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>A collaborator and a networker able to generate collective impact.</li> <li>Able to form and maintain influential relationships.</li> <li>Willingness to learn and ability to think creatively.</li> <li>Well organized and delivers products on time.</li> <li>Strong interpersonal skills.</li> <li>A strong commitment to gender sensitive, inclusive and pro-poor development work.</li> <li>Commitment to Child Safeguarding and to WaterAid's values</li> <li>Willingness to work within an organisational framework in the spirit of mutual trust and respect.</li> </ul>	



## Recruitment process

**This position is open to Cambodian national candidates only.**

**Closing date** 25<sup>th</sup> January 2017  
**First interview** Week commencing 30<sup>th</sup> January 2017  
**Second interview** Week commencing 13<sup>th</sup> February 2017

Applications for this role must comprise of:

- An application letter addressing the essential person specification criteria outlined above (maximum 2 pages)
- A curriculum vitae (maximum 4 pages). The CV must include three professional referees (referees will not be contacted until after interviews, with permission from the candidate).

**Applications which do not address the Essential Criteria specified and the page limits will NOT be considered.**

It is envisaged that candidates shortlisted for interviews and written test will be contacted after **25<sup>th</sup> January** and first round interviews held week commencing **30<sup>th</sup> January**. Interviews will be held in WaterAid's office in Phnom Penh, London, Melbourne or by Skype.

WaterAid is committed to welcoming people from the widest possible diversity of backgrounds, culture and experience. Female candidates are strongly encouraged to apply. We will make any practical adjustments to enable people with a disability to participate fully in an inclusive working environment. Please let us know if require any special assistance in making your application or attending an interview.

**Email applications to:** [cambodia@wateraid.org.au](mailto:cambodia@wateraid.org.au) **with the subject line: "Application – Program Manager – District Wide Approach".**

**Please note that only shortlisted candidates will be contacted.**

**Note:** WaterAid is a child safe organisation. The successful applicant will be required to comply with our child protection policy.