

How to Apply for this Job

Background on Tearfund

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

We have a vision to see 50 million people released from material and spiritual poverty through a worldwide network of 100,000 local churches. We operate in more than fifty countries around the world. We deliver our strategy by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund's Application Process

If you would like to apply for a job, please visit our website at www.tearfund.org/en/get_involved/jobs/. From there you can [search for vacancies](#), choose the relevant area of work (e.g. Disaster Management / HR, Finance & IT) and then find the vacancy that interests you.

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading though this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

JOB TITLE	WASH Advisor - Iraq
GROUP	International Group
TEAM	Eurasia, Latin America and Caribbean
PROGRAMME	Iraq, Middle East Programme
LOCATION	Kurdistan Region of Iraq

PART 1 – JOB DESCRIPTION

1. MAIN PURPOSE OF JOB

The WASH Advisor is responsible for providing technical support and advice to the field staff and partners in WASH (Water, Sanitation and Hygiene) for the design, implementation and management of projects across a Tearfund programme. The Advisor is responsible for capacity building and sector institutional learning. The Advisor is also responsible for coordinating and managing Tearfund's external relationships with the UN, NGOs and Government for the sector.

2. GENERIC PURPOSE OF THE ROLE

- To take responsibility for a designated area of the team's overall task or specific projects.
- Share in responsibility for the overall team task and be responsible for carrying out work packages
- Liaise with internal and external contacts
- Responsible for reviewing own personal development, and overall team tasks

3. POSITION IN ORGANISATION

- Reports to the Iraq Response Director
- Works closely with the programme staff in undertaking mutually agreed assignments, and as delegated assignments with local partners
- Dotted Line responsibility to Project Managers, Area Coordinators and Sector heads

4. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Safeguarding policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
 - To model godly leadership in all aspects of character and conduct.
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
 - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
 - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
 - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
 - To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

5. KEY RESPONSIBILITIES

4.1. PROGRAMME STRATEGY

- To help to shape the overall strategy for the programme as articulated in the Response Strategy, and ensure that programming in the sector reflects this strategy.
- Monitor the humanitarian situation and potential future scenarios with respect to the sector, contributing to detailed reports and analysis, recommending to the senior management team appropriate sector-related responses.
- Ensure Tearfund's purpose, values, and the programme objectives are communicated amongst sector staff and facilitate input from sector staff in the strategic planning process.
- Represent the sector in discussions with senior management, reviewing progress against strategic objectives, budget expenditure, Human Resources, and any other sector concerns.
- Lead the development of sector strategy documents and review regularly against relevant standards.

PROJECT & SECTOR ADVICE & SUPPORT

- Advise on implementation of project interventions to achieve project outputs and objectives, including data management, regular monitoring and mid-term reviews in accordance with Tearfund and donor requirements.
- Develop, design and produce appropriate and contextualised WASH sector methodologies, resources and materials, for use by the project teams.
- Build the capacity of sector and project staff by providing formal and informal training sessions to improve awareness and skills with respect to implementation of sector activities, and provide ongoing mentoring to specific staff.
- Lead, or assist and advise project staff on sector data collection and analysis through participatory needs / vulnerability & capacities assessments, community engagement, baseline surveys, and end of project surveys of affected communities.
- Provide WASH technical assistance and, where required, lead on project design and proposal and budget preparations for institutional and private donors to meet identified needs and strengthen local capacities within the sector.
- Lead, or advise and participate in end of project learning reviews and evaluations as appropriate and in the analysis of results.
- Provide support, and as necessary lead, on ensuring the timely compilation of situation updates, monthly and other narrative / financial reports for field, Head Office, and donors.
- Encourage learning from project staff and identify case study themes / issues from project experience for analysis, dialogue and possible formulation into emerging good practice and policy.
- Attend the annual Tearfund DFID WASH Forum and present learning

4.2. CORPORATE POLICY AND COMPLIANCE

- Responsible for ensuring health and safety is considered in implementation of sector activities, ensuring policy is understood by staff
- Responsible for induction of sector project staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives as well as individual responsibilities in upholding these standards and policies.
- In conjunction with the Area Manager, Finance Manager and finance staff, ensure financial management for sector activities is in accordance with Tearfund financial systems and policies.
- In conjunction with the AC, Logistics Manager and logistics staff, ensure logistics systems for sector activities (procurement, transport, storage, communications) are in accordance with Tearfund logistics systems and policies.
- Ensure effective sector filing and archiving procedures are implemented

4.3. TEAM MANAGEMENT

- Support the Iraq Response Director's leadership to the sector teams, ensuring clarity over sector plans and priorities within projects, encouraging effective team work and inclusiveness, and building a team spirit through regular meetings and team events.
- Support Tearfund's performance management system by contributing to objective setting, probationary reviews, and performance appraisal feedback.
- Support the implementation of Tearfund's staff development policy, including personal development planning, across project teams in a way that is consistent and transparent.
- Provide spiritual leadership to the programme team and pastoral support where appropriate.

4.4. EXTERNAL REPRESENTATION

- Represent Tearfund to other NGOs and UN agencies, and relevant Government bodies ensuring coordination and constructive working relations, and attending relevant inter-agency coordination meetings or delegating to staff as appropriate.
- Participate within professional / academic research and information-sharing networks to keep abreast of sector developments and key initiatives.
- Coordinate with relevant sector specialists within regional technical resources.
- Develop and oversee the implementation of policy influencing (advocacy) activities for the sector at relevant local and regional levels, in consultation with the Iraq Response Director.
- Facilitate relationship building with Tearfund Partner organisations and collaborative work in accordance with the Response Strategy.

PART 2 – PERSON SPECIFICATION

JOB TITLE: WASH Advisor - Iraq

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Degree or equivalent level of knowledge in engineering, public health, water and sanitation or other relevant field 	<ul style="list-style-type: none"> Management qualification Training in PHAST
EXPERIENCE	<ul style="list-style-type: none"> Proven experience in implementing and managing WASH projects Practical experience of conducting surveys and participative needs assessments Experience in the following areas <ul style="list-style-type: none"> Strategic planning Project design and planning Monitoring & Evaluation Knowledge of relevant International standards related to the sectors Knowledge of UN Cluster system and country wide response planning Proven experience of operating in insecure environments 	<ul style="list-style-type: none"> Working to SPHERE Standards, People In Aid and Red Cross Codes of Conduct. Proven experience in implementing hygiene promotion projects in a relief context Experience of advisory work on Water, Sanitation and Hygiene (WASH) projects with an international NGO Experience in capacity building local organisations
SKILLS/ ABILITIES	<ul style="list-style-type: none"> Training and Facilitation skills Excellent written and verbal communication skills in English Strong analytical and problem solving skills Proposal and report writing skills Negotiation skills Networking and representation skills Computer literate Ability to lead, participate and facilitate in collective staff prayer and bible studies 	<ul style="list-style-type: none"> Mentoring skills Arabic speaker
PERSONAL QUALITIES	<ul style="list-style-type: none"> Committed Christian with a personal relationship with God Committed to regular Christian fellowship with other Christians Christian motivation in relation to injustice and serving those in need. Emotionally & spiritually mature Team player Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding Understanding and sensitivity to cross cultural issues Flexible and adaptable to ever changing environments Ability to remain calm under pressure Diplomatic and determined Willingness to travel very frequently across the programme and live in basic conditions 	<ul style="list-style-type: none"> Networking People developer and motivator