

Junior Expert (JE) Job description

I. DESCRIPTIVE PART OF THE JOB

Application date	January 10, 2020
Job title	Junior Expert in Technical Support in Water and Sanitation
Main job domain (sector of activity)	Water and Sanitation
Job holder (name of JE) <i>(to be filled in after the selection of JE)</i>	
Job holder's (JE's) Signature + date <i>(to be filled in after the selection of JE)</i>	

General information			
Enabel or NGA Project/programme	<input checked="" type="checkbox"/> Enabel	If Enabel: Navision codes	TAN1403211
Full denomination of the project/programme	Water and Sanitation Kigoma Regional Project (WASKIRP)		
Project/ programme's location	Kigoma		
Duty station of supervisor	Kigoma Regional Administrative Secretary Office	Duty station of JE	Kigoma Regional Administrative Secretary Office
JE will be assigned to	<input checked="" type="checkbox"/> WASKIRP project	<input type="checkbox"/> Under the Tanzanian Enabel Representation	
Project duration (dd/mm/yy)	Start date:	11/2017	Expected starting date for the job (dd/mm/yy): October 2020
	End date:	07/2022	
Requested JE contract duration	<input type="checkbox"/> 1 year	<input checked="" type="checkbox"/> 1 year with possible extension	<input type="checkbox"/> 2 years
Project/programme's contribution to the SDG's	<input type="checkbox"/> No poverty <input type="checkbox"/> Zero Hunger <input type="checkbox"/> Health & Well-being <input type="checkbox"/> Quality Education <input type="checkbox"/> Gender Equality <input checked="" type="checkbox"/> Water & Sanitation <input type="checkbox"/> Affordable & Clean Energy	<input type="checkbox"/> Decent Work & Economic Growth <input checked="" type="checkbox"/> Innovation & Infrastructure <input type="checkbox"/> Reduced inequality <input type="checkbox"/> Sustainable cities & Communities	<input type="checkbox"/> Responsible consumption & production <input type="checkbox"/> Climate <input type="checkbox"/> Life below water <input type="checkbox"/> Life on land <input type="checkbox"/> Peace & Justice <input type="checkbox"/> Partnerships for the Goals

<p>1. Context of project 2. Objectives of project 3. Beneficiaries of project 4. Main activities of project</p>	<p>Context</p> <p>Enabel, in partnership with the Ministry of Water in Tanzania is implementing a 5-year Water and Sanitation Kigoma Regional Project (WASKIRP) to contribute to poverty reduction through improved access to safe drinking water in Kigoma region. Rural water supply service levels in Tanzania are relatively lower than in the urban settings. There are many inter-related challenges facing the achievement of desired service level and overall sustainability of rural water supply services. The project identifies that there has been inadequate attention to operation and maintenance, right from the planning and design stages through to operation of projects. Secondly, there is inadequate community participation in project implementation, which leads to a low sense of ownership of the projects. This reality is depicted by the high numbers of dilapidated and non-functional water points, most of which have been abandoned.</p> <p>The project is being implemented in the region where there are other national water supply programs including the Water Supply Development Program II (WSDP-2) and a World-Bank funded Sustainable Rural Water Supply Program. Thus, the project is aligned to these water and sanitation programs. By its design, WASKIRP is contributing to some of the national indicators which, therefore, must be systematically monitored by the project. WASKIRP targets parts of the districts. It is being implemented in 15 villages spread across the 6 districts of the region through the Rural Water and Sanitation Agency (RUWASA). RUWASA is a public entity charged by an act of parliament with the responsibility of implementing rural water supply projects. Each District has a RUWASA office which, currently are not adequately resourced both in terms of equipment and personnel for office and field activities. Recently, the project completed development of its Monitoring and Evaluation system that now requires management.</p> <p>Objectives</p> <p>The goal of the project is to contribute towards equitable development and poverty reduction among Kigoma rural communities through improved access to safe and clean water supply and sanitation services. Specifically, the project seeks to increase access to safe water and sanitation services and reduce burden related to water and sanitation amongst communities in Kigoma region, especially women and youths, and use the water as social economic commodity through sustainable interventions on water supply and hygiene practices. The following therefore are the three result areas:</p> <ol style="list-style-type: none"> a) Community Owned Water Supply Organisations are managing rural water supply schemes in a sustainable way b) 160,000 inhabitants have access to safe drinking water that reduces water related burden through rehabilitation and extension of existing assets c) Households have improved their hygiene practices towards water collection, transport, storage and use <p>Broad project activities are as follows:</p> <ul style="list-style-type: none"> • Establishment and capacity development of community-based water supply organizations (CBWSO) • Capacity development of RUWASA to provide adequate support to the CBWSOs • Communication for Development (C4D) strategy development and activities • Design and Supervision of Works for 6 Water Supply schemes • Construction of new and rehabilitation of existing water supply schemes • Catchment protection activities • Hygiene Promotion Campaign activities • HIV/AIDS awareness activities
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Working language(s) in the project/programme	<input type="checkbox"/> French	<input type="checkbox"/> Portuguese
	<input checked="" type="checkbox"/> English	<input type="checkbox"/> Others:

Position of the JE within the organisation

The JE depends hierarchically on the supervisor (N+1). Besides the supervisor, one or more resource persons for technical support of the JE may be appointed in case the supervisor does not have the same technical background as the JE. If this person is already identified, please indicate below.

Supervisor's name, job title & background	Amos Chigwenembe – his background and postgraduate education are in water science and water management with 20 years of experience in provision of water supply services in African urban and rural communities. Amos is passionate about improving water supply services for the poor and is a strong advocate of water sector prioritization for national governments in Africa to realise meaningful impact in poverty reduction programs.
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Resource person(s) for technical support's name, job title & background	
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For Enabel JE, the follow-up will be assured by a Junior Programme Project Officer.

For NGA JE: name & job title of the contact person from NGA headquarters that will assure the follow-up	
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JE – Job description

Job objective

Explain in one concise sentence the purpose of the job. What real need does this job fulfil? What's the added value of the job?

The objective of this job position is to provide technical support to the project in its construction activities and in developing the capacity of communities for effective operations and maintenance of the water supply infrastructure being supported by Enabel.

Result areas

Give the most important results to be achieved in the job. Limit yourself to stable, permanent job elements. Start with the most important ones and work your way down. Select a maximum of 5 to 6 result areas. Please consider the following for each result area: Why does the JE do this job? What will be his/her share of responsibility? What must (s)he achieve (objective)? Then list the activities that are to be performed to achieve the result. Ultimately list the final and tangible products that the JE is to produce. Please also indicate for each responsibility the importance (percentage of time) at a scale of 100.

*Please find an **example** here and start completing from the case Result Area n° 1 here below.*

Result area n°		Time in %:	50 %
JE's role [as...]	As trainer		
JE's responsibility	On the level of the project, help the colleagues in the data-processing field and give formations in this field.		
In order to ... [objective]	in order to make so that the data-processing tool is used better and to improve work and to make it easier		
Most important tasks [What activities (= verbs) are to be performed to achieve the objective?]	<ul style="list-style-type: none"> • Identify the necessary formations • Give trainings • Help the colleagues with specific or systematic problems • Develop a training course 		
Expected outputs [What final and tangible products the JE is to produce?]	<ul style="list-style-type: none"> • Inventory of the team's training needs regarding ICT • Basic ICT manual for colleagues • Training plan for colleagues for a one year period • X trainings given • Operational training course + training of some key-staff members in its use 		

Result area n°1		Time in %:	40
JE's role	Technical performance monitoring of water supply networks		
JE's responsibility	The JE will monitor performance of water supply infrastructure in the six project districts in the region.		
In order to...	Identify operational hiccups of the water supply networks and provide solutions to improve performance.		
Most important tasks	<ul style="list-style-type: none"> - Develop a monitoring system of the technical performance for each water supply network. - Oversee the implementation of the monitoring system - Propose solutions to the Rural Water Supply Agency (RUWASA), for performance improvement of each network. - Produce for the Project Management team regular (technical) performance monitoring updates of each water supply scheme. - Undertake physical appraisal of the water supply networks during and after the defects' liability period and produce related reports. - Recommend to construction companies remedial measures to the infrastructure defects and ensure that all the recommendations are addressed. - With RUWASA District Managers, facilitate overall technical evaluation of the overall performance of the infrastructure during the Defects Liability Period (DLP) of the newly constructed water supply infrastructure. 		
Expected outputs	<ul style="list-style-type: none"> - Monitoring system for technical performance of each water supply scheme. - Network performance updates for the Project Management team. - Technical solutions/innovations proposed/developed - Consolidated DLP technical performance report of the networks - Reports on rectification of defects identified during the defect's liability period. - Monitoring visit reports on water supply network performance 		

Result area n°2		Time in %:	30
JE's role	Operations and maintenance capacity building for water supply schemes		
JE's responsibility	The JE will ensure that communities are able to carry out basic maintenance of water supply network to reduce challenges communities have when some malfunctioning of the network is identified.		
In order to...	To facilitate technical capacity building for communities to run water supply schemes		
Most important tasks	<ul style="list-style-type: none"> - Identify technical capacity gaps of the Community-based water supply organizations (CBWSO). - In collaboration with RUWASA, lead the process of developing Operations and Maintenance Plans for each scheme. - Facilitate training sessions of water supply extension workers and other technical cadres to carry out basic maintenance of their water supply systems - Produce training manuals for the purpose above. - Mentor the project extension workers in network maintenance through a deliberate accompaniment program. - Identify technical challenges beyond the capacity of CBWSOs and refer them to RUWASA District Managers, ensuring that they are attended to. 		
Expected outputs	<ul style="list-style-type: none"> - Operations and maintenance plan for each of the targeted water supply network. - Training manuals for Operations and Maintenance - Training sessions and related reports - Regular interface meetings with CBWSO on technical matters of managing the water supply schemes. 		

Result area n°3		Time in %:	30
JE's role	Quality assurance in construction of water supply networks		
JE's responsibility	The JE will play a monitoring role in construction of water supply networks		
In order to...	To ensure that water supply systems are constructed according to tender specifications		
Most important tasks	<ul style="list-style-type: none"> - Undertake random monitoring visits to construction sites to verify appraise the quality of works. - Through the established mechanisms, wherever necessary, recommend changes to designs or implementation schedule to construction companies in order to improve the quality of works. - Analyse quality control activity reports from Works Supervisor (Quality Assurance Consulting companies) including the certification of the quality of works and materials to ensure that the specifications are being followed. - Along with the project management team, attend monthly site meetings, taking note of all recommendations on behalf of the project. - Verify reports submitted by Works Supervisor 		
Expected outputs	<ul style="list-style-type: none"> - Site monitoring visits and related reports - Site visit reports and follow-up plan - Verified construction status reports 		

JE's contribution to the Junior Programme priorities

Innovation

What space does the function offer for experimenting with innovative tools/approaches?

E.g.: action research, testing & roll-out of new technologies, etc.

JE's role	Digital survey tools tester and promoter of new monitoring tools.
JE's responsibility	Lead field survey activities, test digital tools, among which remote monitoring devices and advise on tool improvement and upstream data integration into GIS.
In order to ...	<ul style="list-style-type: none"> - Enhance RUWASA remote monitoring system of the technical performance for each water supply network and operation & maintenance. - Increase efficient operation and maintenance system
Most important tasks	<ul style="list-style-type: none"> - Data generation, processing, analysis and reporting on water networks installations and their performance status. - Advise on integration of survey- and monitoring data into a Geographical Information System.
Expected outputs	<ul style="list-style-type: none"> - Digital survey data feed in to the design of system for improved management of existing and to be built water schemes. - Documented experiences (capitalization).

Networking & partnerships

Does the working environment offer opportunities to create/stimulate certain networks or partnerships (contribution to SDG 17)?

E.g.: organise a Good Practices workshop on a local level on a theme the JE is working on; represent the project in local thematic meetings/platforms, etc

JE's role	Facilitator and promotor
JE's responsibility	Connect individual and institutional, private and public, stakeholders in the local economic development and water domains related to performance systems and operation & maintenance.
In order to ...	Raise productive use awareness and capacities for economic and social development outcomes of water access.

Most important tasks	<ul style="list-style-type: none"> - Generate and promote new business ideas related to water performance systems. - Identify, select and connect partners (rural development programs, SMEs, local authorities, NGOs, vocational training schools, ...) and their capacities specific to operation and maintenance of water networks. - Disseminate knowledge on water performance systems and operation and maintenance for the water infrastructures via training and demonstration workshops.
Expected outputs	- Working relationships and partnerships allow for appropriate and positive dissemination of best practices in water schemes management

Capacity building	
<i>How will the JE contribute to the capacity building of the local partners, of the hosting partner team, etc ? Will (s)he have the possibility to work in pairs with a young local professional?</i>	
JE's role	Trainer (see Result area 2) and quality assurance (result areas 1 and 3).
JE's responsibility	Ensuring and organizing information and training of partner and stakeholders in monitoring, operation and maintenance of infrastructures.
In order to ...	Increase the sustainability of developed water schemes
Most important tasks	<ul style="list-style-type: none"> - Train counterpart staff in digital survey and monitoring tools, document experiences and feedback lessons into further training and design. - Organize training and awareness raising sessions in the three result areas. - Plan and undertake productive use promotion activities (training and demonstration workshops, ...).
Expected outputs	<ul style="list-style-type: none"> - Information and promotion materials - Increased levels of knowledge at local and district levels on performance water systems and operation and maintenance of infrastructures, favoring sustainability of water schemes . - Capacitated counterparts, villagers and institutions.

Requested profile			
Required training/degree (Master or Professional Bachelor)	<input type="checkbox"/> Agronomy/ Bio-engineer <input type="checkbox"/> Biology/ Environment <input type="checkbox"/> Geography <input checked="" type="checkbox"/> Civil/industrial/ electrical engineer/ Architect <input type="checkbox"/> ICT/NTIC <input type="checkbox"/> Mathematics/ Exact sciences <input type="checkbox"/> Law/Criminology	<input type="checkbox"/> Political sciences/ International relations/ Diplomacy <input type="checkbox"/> Sociology/ Anthropology/Social work <input type="checkbox"/> Psychology <input type="checkbox"/> History/Philosophy/ Art/Religion <input type="checkbox"/> Educational sciences <input type="checkbox"/> Human resources <input type="checkbox"/> Organizational development	<input type="checkbox"/> Economy/Commercial engineer/Marketing <input type="checkbox"/> Communication/Public relations/Journalism <input type="checkbox"/> Languages/Philology /Translator <input type="checkbox"/> (Bio/Para) medical sciences <input type="checkbox"/> Public health <input type="checkbox"/> Development studies <input type="checkbox"/> All profiles <input type="checkbox"/> Others and/or details (if needed): Other studies including water & sanitation expertise
Necessary professional experience (internships included)			
Language skills	Languages	Knowledge	Comments
<i>Indicate which language skills are essential or preferable for the job with possible comments on the expected level of knowledge and/or an argumentation.</i>	English	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	
		<input type="checkbox"/> Essential <input type="checkbox"/> Preferable	
		<input type="checkbox"/> Essential <input type="checkbox"/> Preferable	

Preferred assets for the job <i>Remark: will not be eliminatory on CV for the candidates.</i>	<ul style="list-style-type: none"> - Experience in water supply service provision - Experience with water management committees - A good understanding of operations and maintenance for rural water supply schemes - A good grasp of the challenges affecting rural water supply services, impacts of climate change on water resources and understanding of gravity-flow and water pumping schemes are very important. - Creative and open for innovative approaches - Willing to learn and improve yourself 			
Driver's licence for motorcycle & car	Motorcycle	<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Preferable	Car	<input type="checkbox"/> Essential <input type="checkbox"/> Preferable

Country context information	
Living conditions	
Capital / rural area	A remote Rural regional town
Security context	Generally, the security situation is good. However, like in any town, caution must always be taken.
Access to services	There are some reasonably stocked grocery stores where most of the basic items can be sourced. Several health facilities are available in Kigoma. Telecommunication system is fairly served with a couple of mobile companies operating in Kigoma town. Of course, banks are available and offers various financial services.
Isolation / social life	There are limited social activities in Kigoma town
Location suited for families (with children)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other useful observations?	There are no English-speaking schools. People mostly speak Swahili but have a good grasp of English. The JE would need to take some Swahili lessons though.
Work context & conditions	
Work location	Kigoma Town
Field exposure? <i>(Direct contact with beneficiaries & local reality, frequency field missions,...)</i>	The JE will make regular visits to the field at least fortnightly for a 3 to 5 days mission
Accessibility of the supervisor	In principle on a daily basis. When the supervisor is on mission, the National Technical Advisor will be available.
Teamwork / isolated work	The JE will work closely together with a motivated M&E team and more general with a big team of 50+ people
What transport arrangements will the <u>project</u> consider in order to insure the JE's <u>professional</u> travels/journeys?	<input checked="" type="checkbox"/> Project motor vehicle and driver will be accessible by the JE <input type="checkbox"/> Borrow a car belonging to the project/programme when required <input type="checkbox"/> Local transport? What? Other, please specify: The program provides appropriate transport for work-related travels, in most cases the program cars
What transport arrangements will the <u>JE</u> consider in order to ensure his/her <u>private</u> travels/journeys?	<input checked="" type="checkbox"/> Motorcycle <input type="checkbox"/> Car Local transport? What? minibus or motorcycle or on foot <input type="checkbox"/> Other, please specify:
Other useful observations?	To move around is a challenge in Kigoma and it is worthwhile to check travel time when deciding on where to live.