



WATERCAN SHORT-TERM CONTRACT OPPORTUNITY

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| Job title: | Water & Sanitation Capacity Building Coordinator (WatSan Capacity Building Coordinator) |
| Reporting to: | Program Director |
| Work location: | WaterCan, 321 Chapel Street, Ottawa, ON, K1N 7Z2. This position will involve a minimum of two missions to Eastern Africa. Each mission will likely be 2-3 weeks in duration. |
| Working hours: | 37.5 hours per week |
| Salary: | Commensurate with experience |
| Language: | Excellent listening, verbal, and written communication skills in English a must; French language skills would be an asset. |
| Contract period: | This position is offered on a six-month contract, with the possibility of renewal. |
| Application deadline: | Monday, January 15, 2007 |
| Expected start date: | Late January/early February 2007 |

Introduction

WaterCan is an international development non-governmental organization based in Ottawa, Canada that is dedicated to providing clean drinking water, basic sanitation, and hygiene education to the world's poorest people. Working in partnership with local/indigenous partner NGOs in Eastern Africa, WaterCan supports small-scale, community-driven projects that dramatically improve the quality of life of poor people living in rural and urban communities.

WaterCan believes that investing in local human resources lies at the very heart of progressive and sustainable development. In line with this philosophy, one of WaterCan's International Program's main priorities is strengthening the capacity of local African partner organizations to plan, implement, monitor, and evaluate high quality water supply, sanitation and hygiene education (WSSHE) programs.

WaterCan's International Program is expected to grow over the next 18 to 24 months. To help lay the groundwork for this scale-up of activities, WaterCan will carry out Organizational Assessments (OAs) on all of its local partners working in Eastern Africa. The findings and recommendations generated by the OAs will be used by WaterCan to prepare an overall capacity building strategy. To facilitate this important process, WaterCan seeks an experienced and highly motivated individual to fill the position of Water and Sanitation (WatSan) Capacity Building Coordinator.

Summary of responsibilities:

Working closely with a small team of African consultants based in Ethiopia, Kenya, Tanzania, and Uganda, and under the direction of the Program Director, over the course of the six-month contract, the WatSan Capacity Building Coordinator will be tasked with the following duties:

- Review available project documents, materials and background information; interview local partners' field office and head office staff, relevant local government officials and personnel, and primary project beneficiaries.
- Develop and coordinate the implementation of participatory Organizational Assessments (OAs) of 12 local partners in Ethiopia, Kenya, Tanzania and Uganda. The OAs will encompass key areas including strategic leadership, human resource management, financial management, program/process management, infrastructure, and inter-institutional linkages.
- Prepare a capacity-building report for each local partner that includes needs identification and recommendations. These reports will include short-term (3 to 6 months) action plans aimed at addressing the immediate capacity building needs of local partners.

- Prepare an overall capacity building strategy with accompanying budget. This strategy will provide WaterCan with long-term direction on how the agency will collaborate with local partners to strengthen their capacity to plan, implement, monitor and evaluate high quality community- and school-based WSSHE programming.

The WatSan Capacity Building Coordinator will also:

- Assist with the development and dissemination of an enhanced WaterCan hygiene and environmental sanitation promotion strategy.
- Assist with the development and dissemination of an enhanced WaterCan monitoring and evaluation system.
- Carry out other tasks as assigned by the Program Director.

Reporting

The WatSan Capacity Building Coordinator will report to WaterCan's Program Director who will also manage the overall budget for the OA process. Regular communications between the WatSan Capacity Building Coordinator, the Africa-based team of consultants, and local partner staff will be ensured through (a) e-mail correspondence (b) international phone calls and (c) periodic meetings held in Africa.

Qualifications

- Minimum five years of proven international development work experience in water, sanitation and environmental health programming.
- Minimum undergraduate degree in development studies, environmental/public health, social sciences, or related field; Masters degree preferred.
- Experience working overseas in developing regions, preferably in Africa; familiarity with the water and sanitation sector in Eastern Africa a definite asset.
- Experience with capacity building within an indigenous NGO environment including conducting/coordinating participatory organizational assessments, training workshops, etc.
- Good understanding of key issues related to the implementing of community-based WSSHE projects through indigenous partner organizations
- Project management experience and demonstrated familiarity with results-based management.
- Experience with gender analysis, environmental assessment, and community-based approaches.
- Strong administrative, financial monitoring and computer skills.

Personal Qualities and Skills:

- Ability to work collaboratively and flexibly within a small team, coordinate people and activities at long-distance, and provide leadership as required.
- Ability to work with and empower local partners; dealing with others sensitively in a cross-cultural environment.
- A self-starter who can plan her/his own work, set priorities and complete them under tight deadlines or when faced with competing demands.
- Ability to think clearly and analytically, and communicate complex issues clearly and succinctly both verbally and in writing.
- A commitment to WaterCan's values, approach and direction.

How to Apply

To submit your application, forward a copy of your detailed CV, a covering letter that describes why you are ideally suited for the position, salary expectations, and availability in Jan. 2007. Please e-mail your application to the attention of:

International Program Director
WaterCan/EauVive
321 Chapel Street
Ottawa, ON, K1N 7Z2
Email: info@watercan.com.

The application deadline for this employment opportunity is **Monday, January 15, 2007**. We thank all applicants for their interest, however, only short-listed candidates will be contacted for an interview. **Please - no phone calls or office drop-bys.**

To learn more about WaterCan, visit www.watercan.com.