



<b>Job Title:</b>	Programme Officer
<b>Place of Work:</b>	Bhopal
<b>Grade:</b>	IV
<b>Reports to:</b>	Regional Manager
<b>Reporting to position:</b>	NA
<b>Budget Responsibility:</b>	Approx 50 to 75 Lakh pa

### **Job Purpose**

To work within the Regional team and be responsible to develop and manage the delivery of urban programme work with partners in the state or region specified ensuring high quality sustainable work - safe water, sanitation and hygiene rights - efficiently, economically and effectively and in a manner consistent with WaterAid's strategy, values and approach. Will be responsible for monitoring of programme and budget of WaterAid's work in the state/region. Will support advocacy and networking in the state/region and be constantly updated on the sector developments. Regularly engage with partners, sector players, local governments and other institutions and support their capacity building.

### **Key accountabilities**

**Programme Management:** Responsible for Urban projects in the state/region

- a. Developing programme plan, budget and partnerships for the state, which includes all activities concept notes to proposal development, partner assessment and partnership, Annual Plan for the programme in the region, Project Cycle, Cash Flow statements.
  - b. Analyze implementation processes to validate the impact of implemented projects
  - c. Study the external environment and provide regular feed back to projects to strengthen and improve quality of planned interventions
  - d. Develop state specific strategy and action plan as per the regional programme direction
  - e. Ensure synergy of projects with regional direction
  - f. Assessing areas for capacity enhancement for project teams keeping purpose of ensuring Water Sanitation and Hygiene rights of people and help projects in developing capacities as per the identified need. Ensure capacity building inputs to projects/community are in the Right's perspective
- **Monitoring, Reporting:** Responsible for programme monitoring as per the monitoring framework, reviewing the projects for progress vs. plan. ensuring timely reports from partners, will be responsible for submitting consolidated reports and reporting on exceptional basis with action recommendation
  - **Sector Engagement and advocacy:** Build and Manage relationships with key stakeholders in the state. Support people centred advocacy, related processes and campaigns in the state. Support policy advocacy works and networking in the state/region. Coordinate and regularly interact with sector players, local governments and other institutions. Facilitate convergence and leverage of support from other sources. Update WAI internally on local developments and inform external players of WaterAid updates.
  - **Technical support and Capacity Development:** Ensure adherence technical and programme standards and quality; provide oversight to all projects coordinate with Technical officer and Technical support agencies for projects technical monitoring and partner capacity building.
  - **Documentation and Learning:** Document processes and case studies, contribute to learning through sharing WaterAid India and International exchanges and other listserves Analyse the issues and outcome, disseminate the learning from the projects Identify and encourage projects that are innovative and with learning aspects
  - **Health and Safety:** Ensuring compliance to the organisation's policy and procedures Risk Management, Health and Safety policy, Water Quality Protocols, etc
  - Any other work as assigned by the line manager. Requires extensive travel to project sites in the states under the region and occasionally to other areas in the country

## WATERAID PERSON SPECIFICATION

**Job title:** Programme Officer  
**Reporting to:** Regional Manager

<b>Education</b>	
<b>Essential</b>	<b>Desirable</b>
<input type="checkbox"/> Post graduation (or equivalent) qualification in one of the following areas: urban studies, governance, social sciences, Urban development, economics, Water/Health management, environment, social policy, engineering.	<input type="checkbox"/> Additional qualification in water, sanitation, hygiene education.
<b>Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ Minimum five years experience of working in development field</li> <li>▪ Minimum one year experience in managing water, sanitation and hygiene projects in urban context</li> <li>▪ Experience in NGO partnerships</li> <li>▪ Exposure to networking and alliance building processes</li> <li>▪ Experience in coordinating/dialoguing with state and district administration</li> <li>▪ Experience in programme monitoring and report writing</li> <li>▪ Experience of Working in a team.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in organising training workshops</li> <li>▪ Experience in donor reporting</li> <li>▪ Experience of handling networks and developing alliances</li> </ul>
<b>Knowledge &amp; Skills</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ Ability to communicate effectively both verbally and in writing</li> <li>▪ Strong interpersonal and communication skills</li> <li>▪ Facilitating group meetings</li> <li>▪ Ability to use computers for word processing</li> <li>▪ Good Knowledge of local language</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to network</li> <li>▪ Understanding of issues related to gender in development</li> </ul>
<b>Personal Qualities</b>	
<b>Essential</b>	<b>Desirable</b>
<input type="checkbox"/> A self-starter, able to work independently <ul style="list-style-type: none"> <li>• Commitment to equity and equitable development</li> <li>• Ability to work with a range of people from different backgrounds in an open-minded, non-dogmatic manner</li> <li>• Flexibility in a fast changing working environment.</li> <li>• Ability to travel</li> </ul>	<input type="checkbox"/> Ability to work in a focused manner, on many different subjects at the same time. <ul style="list-style-type: none"> <li>• Ability to prioritise, set and meet deadlines</li> </ul>