



Reducing Deaths and Suffering from Tropical Diseases

**THE MENTOR INITIATIVE SEEKS TO RECRUIT 1 WATER QUALITY OFFICER**

The Mentor Initiative (MI) acts in some of the world’s most austere and vulnerable communities. Regardless of race, creed or nationality, MENTOR aims to deliver disease control to populations at greatest risk of suffering and death. Mentor’s first and last considerations are the needs of the people it serves.

The MENTOR Initiative saves lives in emergencies through tropical disease control and then stays to help people recover from crisis with dignity, working side by side with communities, health workers and health authorities to leave a lasting impact.

In Cameroon, MI has arrived at the end of 2018 to assess the humanitarian needs in the South West region and is planning to start an emergency public health intervention in Kumba and Mamfe health districts, focusing on health, water and sanitation. For this purpose, MI will open an office in Buea in May 2019. The recruitment of international and national staff has started in the meantime.

Job Location: BUEA

Beginning of contract: 15 th of August 2019

Contract duration: 5 months with possibility of extension

Probation period: 2 months

What we offer: Salary + Social benefits (medical coverage, paid leaves)

Deadline date for submission: 15/07/2019

Job Description	Requirements
<p><b>MISSION</b></p> <p>The WASH Deputy Program Manager is responsible for</p> <ul style="list-style-type: none"> <li>– Implement, monitor and report water physicochemical and bacteriological quality analysis of MI programs,</li> <li>– Ensure the operation and the maintenance of MI water analysis equipment’s,</li> <li>– Provide full support and training to WASH agents and water workers involved in analysis activities on the field,</li> <li>– Insure personal flexibility (emergency phase), involvement and respect.</li> </ul> <p><u>List of main tasks:</u></p> <p><b>Sampling of water</b></p> <ul style="list-style-type: none"> <li>• Conduct water sampling at water points and at household level</li> <li>• Perform a representative sampling of the targets in the studied area</li> </ul> <p><b>Monitoring of water quality (chlorination points, households and water points)</b></p> <ul style="list-style-type: none"> <li>• Ensure the quality of the mother solution for chlorinating water and the availability of adequate equipment for the preparation</li> <li>• Supervise, analyse and coordinate regularly (according to the schedule defined by the program) the chlorine residual test at the level of the chlorination point, carried out by the field teams and present the statistics.</li> <li>• Make supervision missions of chlorination points to ensure the proper application of chlorination techniques.</li> <li>• Supervise, analyse and coordinate regularly (according to the schedule defined by the program) the chlorine residual test at the level of neighbouring households or users of the chlorination point, carried out by field teams and present the statistics</li> <li>• Ensure bacteriological analyses using the Bactoscope Kit at the following water levels: rehabilitated and disinfected water points (before and after work), water from households (with CRL = 0), spring, well or boreholes.</li> <li>• Ensure, at least, a once a week frequency sampling. The results will be presented in a table to be prepared by the PM or DPM.</li> </ul> <p><b>Monitoring:</b></p> <ul style="list-style-type: none"> <li>• Complete analysis of water samples obtained with the support of the field teams (procedures defined by the managers)</li> <li>• Fill the water analysis results sheets and communicate them to the data entry clerk under the supervision of the WASH DPM</li> <li>• Organize and plan the sampling of water from water points of MI programs under the supervision of the WASH DPM</li> </ul>	<p><b>Personal abilities:</b></p> <ul style="list-style-type: none"> <li>• Proven experience in working in complex and volatile environments</li> <li>• Previous experience with a INGO on similar programs</li> <li>• Strong ability to respect confidentiality and neutrality principles</li> <li>• Strong knowledge of Humanitarian principles</li> <li>• Leadership and communication skills</li> <li>• Proven ability to work as part of a team</li> </ul> <p><b>Technical competences:</b></p> <ul style="list-style-type: none"> <li>• University degree in laboratory technology, public health, Water Engineering, or any related field</li> <li>• Proven knowledge of wash in health international and local norms and standards</li> <li>• Minimum of 2 years of working experience in WASH sector in a humanitarian or development context.</li> <li>• Experience in relevant field of water quality testing and a proven track record of water sampling, testing and analysis.</li> <li>• Ultimate knowledge of National and WHO Standards for Drinking Water Quality.</li> </ul>



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- Work closely with program team to ensure the successful implementation of household water treatment.
- Ensure implementation of activities according to program work plan and methodology validated by the management,
- Support the WASH team to implement training for water analysis on the field,
- Identify problems during implementation and suggest improvements on process, which includes regular visits to field sites.

### Operation of the base

- Is responsible for the laboratory and the equipment therein
- Calibrate analysis devices for a reliable and correct result
- Report loss or malfunction of lab equipment
- Secure the material of water analysis activities on a daily basis,
- Ensure that the materials and tools are stored in appropriate place and manner,
- Ensure the maintenance and the proper operating of all MI material related to water analysis,
- Ensure the material is properly used by field teams and organise training if needed,
- Manage the stock of chemicals & materials under the supervision of his/her direct supervisor
- Anticipate on the orders of laboratory consumables

### Reporting / communication / representation

- Develop with the WASH DPM, the quality control sheets defined by the program.
- Develop with the WASH DPM the input frames of the collected elements.
- Provide reports of chlorination point monitoring visits and household-level analyses and water supply points.
- Report back to his/her line Manager before, any additional information related to WASH related activities or any event that may affect Mentor Initiative activities and security.
- Produce a weekly report to managers regarding activities progress and analysis results according to formats,
- Coordinate with field representatives in accordance with management guidelines.
- Coordinate with support staff (logistic and administration) + all WASH staff involved on the program.
- Have and promote a good behaviour on the field as Mentor Initiative employee.

### Training

- With WASH team, establish and implement modules and training support (chlorination, water quality, etc.)
- In collaboration with the WASH DPM, develop tools for evaluating the quality and impact of training (KAP ...)
- Monitor the structures or beneficiaries trained and propose if necessary additional training sessions
- Listens to the beneficiaries regarding the assessment of the quality of the water consumed
- Go back to the hierarchy without any organizational or relational problems internally

### Capitalization and archiving

- Capitalize on the methods used and the history of intervention in the projects
- Keep the classification of its working tools (methodologies, reports, follow-up docs) in the office in order to make them accessible to the DPM and other services

### Human Resources management

- Participate in the recruitment of community chlorinators and disinfectors, if necessary.

### ORG CHART POSITION (reporting and functional relationships)

Line manager: WASH PM

Hierarchical authority over: wash program team

- Experience of and commitment to work through systems of community participation and accountability
- Proven technical knowledge and skills in the field of water, sanitation and hygiene promotion

### Other Qualifications

- English and Pidgin languages
- Motorbike Driven License
- Good computer skills (MS Office, including Outlook for email).

### APPLICANT FILES:

**Please submit your application (CV, cover letter, references) per email:**

[recruitment.mentor.initiative@gmail.com](mailto:recruitment.mentor.initiative@gmail.com)

**with the subject "WASH Quality Officer application form"**

**Important: the position you want to apply for has to be specified in the subject of your e-mail, otherwise the application will not be considered as valid.**

***The Mentor Initiative reserves the right to select a candidate and finalize the recruitment before the final date.***

**ONLY the selected candidate will be contacted.**