



Reducing Deaths and Suffering from Tropical Diseases

**THE MENTOR INITIATIVE SEEKS TO RECRUIT 4 HYGIENE PROMOTION 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**

Contract duration: **6 months** with possibility of extension

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

Beginning of contract: **01th of August 2019**

Probation period: **2 months**

Deadline date for submission: **15/07/2019**

Job Description	Requirements
<p><b><u>MISSION</u></b></p> <p><b>Under the supervision of the Deputy WASH Program Manager, the Hygiene Promotion Officer is in charge of sensitization activities in the Hygiene sector</b></p> <hr/> <p><b><u>List of main tasks:</u></b></p> <p><b>Sensitization</b></p> <ul style="list-style-type: none"> <li>• Under the responsibility of the WASH DPM, participate in the logistical and administrative organization, planning and preparation of field operations.               <ul style="list-style-type: none"> <li>○ Identify local resources capable of helping in the preparation and accomplishment of the activities of Mentor Initiative</li> <li>○ Remain in touch with the population and local authorities to understand needs, complaints, and major events that may have an impact on the activities of Mentor Initiative.</li> <li>○ Analyze the humanitarian situation taking into account the production problems / Do No Harm policy for the population</li> </ul> </li> <li>• Apply safety &amp; security procedures in field operations</li> <li>• Present the population and local authorities with the nature of field operations</li> <li>• Conduct sensitization activities with beneficiaries:               <ul style="list-style-type: none"> <li>○ using Mentor resources</li> <li>○ sending messages determined by the Mentor Initiative official in charge of operations</li> </ul> </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>• Excellent communication (spoken and written) skills, including the ability to explain and present technical information.</li> <li>• Experience in capacity building and training of staff and target groups</li> <li>• Proven practical experience in the planning and execution of Hygiene promotion activities for at least 2 years.</li> </ul>



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- adapting methods to the different populations
- taking into account the protection problems / Do No Harm policy for the population
- Taking into account the production problems / Do No Harm policy for the population
- Help to identify and train key persons regarding the sensitization themes
- Participate in the creation and monitoring of committees, and the training of its members
- Monitor and distribute sensitization activity reports

### Reporting / communication

- Keep files and monitoring archived at the Mentor offices accessible to the WASH DPM
- Under the supervision of the WASH DPM, edit activity reports
- Collect and transmit to the team lead or program in-charge statistics related to sensitization and training activities
- Participate in seminars and training workshops useful to the accomplishment of sensitization activities and the attainment of project objectives
- Report to WASH DPM on the evolution of activities and specific tasks assigned, problems encountered, quality of relations with beneficiaries and the involvement of communities
- Remain in touch with the population and local authorities to understand needs, complaints, and major events that may have an impact on the activities of Mentor Initiative, and in terms of operations perceptions
- Raise any information or difficulties related to Mentor Initiative activities or security issues
- Collaborate with the administration and local authorities
- Participate in cluster and reconstitution meetings on request

### Technical competences:

- Bachelor Degree in Public Health or related topic
- Proven knowledge of wash in health international and local norms and standards
- Proven knowledge in Hygiene promotion programs
- Knowledge of wash activities monitoring tools
- Knowledge PHAST and CLTS

### Others

- Be able to use a wide variety of software, including Word, Excel and Power Point
- English and Pidgin languages
- Motorbike Driven License

### 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 deputy PM 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.**

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

Line manager: WASH DPM