

# WASH cluster generic job description: Hygiene Promotion Coordinator

<b>Job title:</b>	<b>Hygiene Promotion Coordinator</b>
<b>Reports to:</b>	WASH Team Leader
<b>Manages:</b>	Hygiene Promoters and Community Mobilisers

## **Purpose:**

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As part of the WASH intervention, to safeguard and improve the public health of the affected population by:

- promoting safe WASH practices, including appropriate use and maintenance of WASH facilities and services;
- ensuring appropriate community involvement in the design and delivery of essential WASH services and facilities;
- ensuring effective coordination and integration of Hygiene Promotion activities with the delivery of water and sanitation services and facilities.

## **Key tasks and responsibilities:**

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### **Information management**

- In collaboration with other members of the WASH team, design and manage assessments and baseline studies in order to identify WASH-related health risks and priorities.
- In cooperation with other WASH staff, design and plan activities to reduce these risks, with reference to both physical and behavioural aspects.
- Design and manage a plan to monitor activities, outputs and impact and adapt the programme as needed.
- Design and manage periodic studies to measure progress and the health impact of the WASH intervention.
- Provide regular and reliable narrative and financial reports.
- Work together with other WASH team members to ensure that the various aspects of the WASH response are integrated, and that they form part of a coherent public health response.
- Coordinate assessments, plans, and activities with other agencies (governmental and non-governmental), as necessary. Participate in cluster coordination meetings as appropriate.

## **Implementation**

Ensure and oversee the following activities:

- Identification of key hygiene practices to be addressed and sectors of the population with whom to engage and develop an appropriate communications strategy to promote safe practices.
- Identification, or facilitation, of community structures through which the WASH activities can be implemented.
- Mobilisation of the disaster-affected communities as appropriate for participation in planning, construction, operation, and maintenance of WASH facilities and services.
- Creation of channels for dialogue between the WASH response and the affected population, to ensure appropriate technical interventions and allow the agency to be held to account for the quality of the WASH programme.
- Design, implementation, and monitoring of WASH activities that are appropriate to specific sectors of the community, e.g. children, youths, women, and men.
- Identification of any need for the distribution of non-food items related to public health, such as containers, soap, hygiene kits, etc., and participation in the choice of items, targeting strategy, promotion of effective use, and post-distribution monitoring.

## **Resources management**

- Recruit, train, and manage Hygiene Promoters and Community Mobilisers.
- Plan and manage the Hygiene Promotion budget, and control/authorise expenditure.
- Manage day-to-day logistics, administration, and personnel activities (including any local, contracted personnel/daily labour) in accordance with national law and organisational guidelines.

## **Programme approach**

- Ensure that Hygiene Promotion activities are in line with relevant standards, codes of conduct, and humanitarian principles.
- Use participatory approaches as far as possible throughout the programme cycle, in training, and in the use of tool kits and other materials.
- Ensure that Hygiene Promotion activities and resources are implemented and handed over or ended in a way that promotes local capacities and sustainable operations.
- Ensure that gender, protection, HIV, the environment, and other important cross-cutting concerns are taken into account in programme design, implementation, and reporting; ensure that activities reflect the needs of specific groups and individuals e.g. elderly people, children, and people with disabilities.

### **Person specification:**

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1. Knowledge of public health and one or more other relevant area (e.g. health promotion, community development, education, community water supply).
2. At least two years of practical experience in developing countries in appropriate community health programmes in different contexts. Some of this time should have been in emergency relief programmes.
3. Good knowledge and experience of working with local partner agencies with a capacity to provide formal and informal training.
4. Experience and understanding of Hygiene Promotion and community mobilisation in relation to water and sanitation activities.
5. Understanding of international health and development and relief issues.
6. Sensitivity to the needs and priorities of disaster-affected populations.
7. Demonstrated experience of integrating gender and diversity issues into public health promotion.
8. Assessment, analytical, and planning skills.
9. Good oral and written reporting skills.
10. Diplomacy, tact, and negotiating skills.
11. Training/counterpart development skills.
12. Personnel management skills.
13. Good communication skills and ability to work well in a team.
14. Ability to work well under pressure and in response to changing needs.
15. Ability to travel at short notice and to work in difficult circumstances.
16. Good written and spoken skills in the language of the humanitarian operation.

### **Other information:**

Specific job descriptions to be completed with brief background on context, humanitarian response, and organisation's role, reporting lines, terms and conditions etc.

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## WASH cluster generic job description: Hygiene Promoter

<b>Job title:</b>	<b>Hygiene Promoter</b>
<b>Reports to:</b>	Hygiene Promotion Coordinator
<b>Manages:</b>	Community Mobilisers

### **Purpose:**

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As part of the WASH intervention, to safeguard and improve the public health of the affected population by:

- promoting safe WASH practices, including appropriate use and maintenance of WASH facilities and services;
- ensuring appropriate community involvement in the design and delivery of essential WASH services and facilities.

### **Key tasks and responsibilities:**

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#### **Information management**

- Help plan and carry out needs assessments, baseline studies and periodic studies, and feed back findings to stakeholders.
- Help plan activities to reduce WASH-related risks.
- Collate data from Community Mobilisers and prepare regular reports on activities and WASH conditions for monitoring.
- Coordinate with water supply and sanitation field staff to ensure that the various aspects of the WASH response are integrated.
- Liaise with community leaders and other sectors and agencies working locally in order to coordinate within the WASH sector and between sectors such as health and shelter.
- Keep proper records of field expenditures and report on these to the Hygiene Promotion Coordinator.

#### **Implementation**

- Promote safe WASH practices, including appropriate use and maintenance of WASH facilities and services.

- Ensure that action is taken to mitigate priority water and sanitation related health risks.
- Facilitate appropriate community involvement in the design and delivery of essential WASH services and facilities.
- Enable effective dialogue with the affected community to allow the agency to be held to account for the quality of the WASH programme.
- Help identify needs for non-food items relevant to hygiene, participate in the choice of items, targeting strategy, promotion of effective use, and post-distribution monitoring.

### **Resources management**

- Recruit, train, and manage Community Mobilisers or other hygiene outreach workers.
- Organise day-to-day logistics, administration, and personnel activities together with the Hygiene Promotion Coordinator.

### **Programme approach**

- Supervise Hygiene Promotion activities in line with relevant standards, codes of conduct, and humanitarian principles.
- Use participatory approaches as far as possible throughout the programme cycle, in training, and in the use of tool kits and other materials.
- Supervise Hygiene Promotion activities and resources so that they are implemented and handed over or ended in a way that promotes local capacities and sustainable operations.
- Take account of gender, protection, HIV, the environment, and other important cross-cutting concerns in programme design, implementation, and reporting; carry out activities in a way that reflects the needs of specific groups and individuals e.g. elderly people, children, and people with disabilities.

### **Person specification:**

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1. Knowledge of one or more of the following: public health, health or Hygiene Promotion, community development, education, or community water supply and sanitation.
2. At least two years of practical experience in the country concerned, in relevant community development, health, WASH, or similar programmes.
3. Good knowledge and experience of working with local partner agencies.
4. Experience and understanding of Hygiene Promotion and community mobilisation in relation to water and sanitation activities.

5. Sensitivity to the needs and priorities of different sectors of a community.
6. Familiarity with the culture of the affected population, ability to develop respect from a wide range of people and strong ability to communicate effectively on hygiene matters.
7. Fluency in the language of the affected population and the international language used in the humanitarian operation.
8. Assessment, analytical, and planning skills.
9. Good oral and written reporting skills.
10. Diplomacy, tact, and negotiating skills.
11. Training/counterpart development skills.
12. Personnel management skills.
13. Ability to work well in a team in difficult circumstances.

**Other information:**

Specific job descriptions to be completed with brief background on context, humanitarian response and organisation's role, reporting lines, terms and conditions etc.

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## WASH cluster generic job description: Hygiene Promotion Community Mobiliser

<b>Job title:</b>	<b>Hygiene Promotion Community Mobiliser</b>
<b>Reports to:</b>	Hygiene Promoter

### **Purpose:**

As part of the WASH intervention, to safeguard and improve the public health of the affected population by:

- promoting safe WASH practices, including appropriate use and maintenance of WASH facilities and services;
- ensuring appropriate community involvement in the design and delivery of essential WASH services and facilities.

### **Key tasks and responsibilities:**

#### **Information management**

- Gather data during needs assessments, baseline studies, and periodic studies, and help feed back findings to stakeholders.
- Help plan activities to reduce WASH-related risks.
- Record data on routine activities and WASH conditions and forward it to the Hygiene Promoters.
- Liaise with water supply and sanitation field staff.
- Liaise with community leaders and other sectors and agencies working locally.

#### **Implementation**

- Help identify key hygiene practices to be addressed and carry out appropriate activities to promote safe practices. These activities may include the following:
  - communication activities such as community meetings, drama, information campaigns, use of educational materials etc.;
  - support to water-point committees, hygiene committees, latrine attendants etc.
- Mobilise disaster-affected communities as appropriate.
- Act as the link between the WASH response and the affected population at community level.

- Help identify needs for non-food items relevant to hygiene, participate in the choice of items, targeting strategy, promotion of effective use, and post-distribution monitoring.

### **Resources management**

- Use programme resources effectively and with care.

### **Programme approach**

- Carry out Hygiene Promotion activities in line with relevant standards, codes of conduct, and humanitarian principles.
- Encourage the participation of community members throughout the programme.
- Act in a way that is sensitive to gender, protection, HIV, the environment, and other important cross-cutting concerns.

### **Person specification:**

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1. Some prior knowledge of health, hygiene, teaching, or community development.
2. Strong communication skills.
3. Good listening skills.
4. Sensitivity to the needs and priorities of different sectors of the community.
5. Trust and wide acceptance by the community.
6. Diplomacy, tact, and negotiating skills.
7. Literacy, numeracy, and record keeping skills are desirable but may not be essential.

### **Other information:**

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