

**JOB ANNOUNCEMENT**

**JOB DESCRIPTION**

**Job Title:** Program Manager I, Hygiene Promotion

**Department/Country:** EMECA, Iraq

**Position Type:** Full-Time

**Job Location:** Dohuk, Iraq

**Band:** D

**FLSA:** Exempt

**Reports to:** Iraq Country Manager

**About CRS:**

Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need.

## Background

In 2014, the Islamic State of Iraq and Syria (ISIS) has conducted a campaign to take Mosul and other strategic, oil-holding areas of Iraq and Syria, resulting in the displacement of people from those areas. Since taking Mosul on June 9, 2014, ISIS has continued to make gains. Since August 2014, the United States began airstrikes against ISIS targets combined with fighting between Peshmerga and ISIS. It is unclear what further impact this could have on displacement in and around the Kurdistan Region in Iraq. Currently, UN estimates that the number of IDPs in the Kurdistan Region has reached more than 800,000 people since January 2014.

CRS will assist and collaborate with Caritas Iraq and local partners to respond to: Potential gaps in meeting displaced people’s immediate needs for shelter, water and essential NFIs; The education and psychosocial needs of IDP and refugee children, while also preparing for longer-term (re)settlement with winterization and livelihood support. Funding will be from the US Government and other international, multilateral, and private donors.

**Job Summary:**

The Hygiene Promotion Program Manager (HPPM) will be primarily responsible for the high quality implementation of the Hygiene Promotion component of the CRS/Caritas Shelter and WASH program. Under the supervision and guidance of the Country Manager and supported by project staff, the HPPM will be responsible for overall management, implementation and monitoring and evaluation of Hygiene Promotion activities as defined in the detailed implementation and M&E plan. S/He will be providing technical support to implementing partners in all geographical areas as assigned by the grant/project. The HPPM will lead a team of CRS, Caritas and local church Hygiene Promoters and Community Mobilizers, and coordinate at program level with the CRS Shelter/WASH Engineer and with other actors in the WASH Cluster, other Hygiene Promotion Coordinators, WASH cluster lead etc., and other related clusters (Health, Nutrition, Protection etc.).

**Key Responsibilities**

**Program Quality and Management:**

As part of the CRS/Caritas Shelter/WASH intervention in Dohuk Governorate the HPPM will work to safeguard and improve the health status of the affected IDP population by:

* Promoting safe WASH practices, including appropriate use and maintenance of WASH facilities and services;
* In collaboration with the CRS Shelter/WASH Engineering team, design and manage assessments and baseline studies in order to identify WASH-related health risks and priorities.
* Assessing hygiene habits of different sectors of the IDP population, identification of key hygiene practices to be addressed and sectors of the population with whom to engage and development of an appropriate communications strategy to promote safe practices.
* In cooperation with CRS Shelter/WASH staff, design and plan activities to reduce WASH related health risks, with reference to both physical and behavioral aspects.
* Use appropriate project management tools to plan, review and track progress on project implementation as well as on the utilization of project resources.
* Ensure the development and implement strong systems using appropriate CRS tools and resources to maximize project impact on beneficiaries.
* Design and manage periodic studies to measure the progress and health impact of the WASH intervention.
* 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.
* Ensure that Hygiene Promotion activities are in line with relevant standards, codes of conduct, and humanitarian principles.
* Ensure that Hygiene Promotion activities and resources are implemented and handed over or concluded in a way that promotes local capacities and sustainable operations.
* Ensure that cultural and religious aspects are incorporated into the overall WASH program and that specifically Cholera, protection, HIV, environmental degradation and other important cross-cutting aspects are taken into account in the program design, implementation, and reporting; ensure that activities reflect the needs of specific groups and individuals e.g. elderly people, children, and people with disabilities.
* Identification, or facilitation, of community structures through which the WASH activities can be implemented.
* Mobilization of IDP communities as appropriate for participation in maintenance of WASH facilities and services.
* Creation of channels for dialogue between the Shelter/WASH response and the affected population, to ensure appropriate technical interventions and allow CRS/ Caritas to be held to account for the quality of the WASH program.
* Identification of any new needs for the distribution of non-food items related to public health.

**Partnership and Capacity Building**

* Establish and maintain excellent collaborative working relationships with Caritas Iraq and the local church partners.
* Manage relationships, negotiations and intensive communication efforts with partners in all phases of grant/project implementation, facilitates coordination with partners, including knowledge management, learning and capacity building for partner staff.
* Promote the involvement of partners at all stages of the project cycle.

**Programmatic Reporting**

* Together with the WASH/Shelter PM, ensure timely and quality preparation of donor project narrative reports, quarterly performance indicator tracking tables, baseline and final evaluation reports, as well as other reports needed/required by the local government, donors, the region or headquarters as per reporting schedule.
* Advise senior management about issues affecting project implementation, or key local issues affecting future grant/project developments.
* Work together with other Shelter/WASH team members to ensure that the various aspects of the Shelter/WASH response are integrated, and that they form part of a coherent public health response.

**Resource management**

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

**Representation, Coordination, and Communication**

* Coordinate with the Shelter/WASH PM and recommend appropriate sanitation options according to hygiene habits of IDPs to be hosted in unfinished houses and/or buildings.
* Coordinate assessments, plans, and activities with other agencies (governmental and non-governmental), as necessary.
* Represent CRS at relevant cluster coordination meetings and working groups including the Hygiene Promotion Technical Working Group of the WASH Cluster.
* Work together with HP teams of other humanitarian organizations on the ground including ACF, FRC, NRC, Save the Children and MSF Switzerland.

**Supervisory Responsibilities:**

* Supervise and mentor the Project Officer(s) Hygiene Promotion.
* Ensure timely and quality adherence to CRS Performance Management System for all staff under his/her supervision.
* Preparation of employee job descriptions, performance plans and performance appraisals for Project Officer Hygiene Promotion and other project staff.
* Ensure that CRS project staff have the equipment and logistical support needed to carry out their roles/responsibilities.
* Contribute to the planning and implementation of capacity building for grant/project based staff.

**Agency-wide Competencies (for all CRS Staff):**

*These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.*

• Serves with Integrity

• Models Stewardship

• Cultivates Constructive Relationships

• Promotes Learning

**CRS Emergency Competencies:**

Each CRS staff member working in emergencies is expected to have the following competencies to fulfill his or her responsibilities and to achieve the desired results:

* Communicates strategically under pressure
* Manages stress and complexity
* Actively promotes safety and security
* Manages and implements high-quality emergency programs

**Position Competencies:**

* Knowledge of public health and one or more other relevant area (e.g. health promotion, community development, education, community water supply).
* Good knowledge and experience of working with local partner agencies with a capacity to provide formal and informal training.
* Experience and understanding of Hygiene Promotion and community mobilization in relation to water and sanitation activities.
* Understanding of international health and development and relief issues.
* Good oral and written reporting skills.
* Diplomacy, tact, and negotiating skills.
* Training/counterpart development skills.
* Good communication skills and ability to work well in a team.
* Ability to work well under pressure and in response to changing needs.
* Good written and spoken skills in English. Arabic an asset.

**Supervisory Responsibilities:** Project Officer/Hygiene Promotion (Iraqi National), Community mobilizers

**Key Working Relationships:**

***Internal:*** Program Managers (WASH/Shelter, NFI/Winterization, PQ/MEAL, CFS/Education), Country Manager, Iraq, Operations Manager, Field Operations Officer, CRS Technical Advisors, EMECA DRD PQ/MQ.

***External:*** Health Cluster, WASH Cluster, OCHA, INGO’s, Kurdistan Regional Government officials.

**Required Qualifications and Experience:**

* Masters’ degree in Hygiene promotion or MPH or other advanced degree in health, hygiene promotion, or public health
* At least 3 years of practical international experience in developing countries in appropriate community health programs in different contexts. Some of this time should have been in emergency relief programs.
* Proven experience completing assessments and evaluating the programs managed
* Previous experience writing proposals and developing new programs.
* Previous experience in Iraq or a similar operating environment.
* Personnel management skills.
* Demonstratedexperience of integrating gender and diversity issues into public health promotion.
* Assessment, analytical, and planning skills.

**Required Foreign Language:** English writing and speaking fluency, Arabic and/or Kurdish helpful.

**Required Travel:** up to 25% travel between Dohuk and Erbil.

**Work Environment:** Normal office environment, frequent vehicle travel to program sites to monitor the program.

**Disclaimer**:

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS’ talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

**EOE/M/F/D/V**