



Role profile

Basic information	
Job title	WASH Programme Intern
Department	International
Location	Maiduguri
Reports to	Programme Coordinator
Matrix manager if applicable	
Direct reports	Nil
Overall people management responsibility	Nil
Matrix management responsibility	NA
Budgetary responsibility	NA
Child protection clearance required	Not required
Expected travel per annum	15 – 30 days
On call/unsocial hours	No

Role definition
<p>Role purpose</p> <p>The internship Programme in Christian Aid Nigeria is designed to provide on-the-job training across administration, people skills, program management, research and data gathering, communication and work ethics. The Programme enhances the educational experience of interns through practical and guided hands-on exposure; involvement in Christian Aid Nigeria's development projects; exposure to the working environment of a multilateral organization and a better understanding of Christian Aid Nigeria's goals and activities.</p> <p>The WASH Programme intern will work closely with the Programme Coordinator to deliver on the Project requirements of WASH under the humanitarian response programme as well as collaboration with Christian Aid local partners. The role reports to Programme Coordinator.</p>
<p>Role context</p> <p>The role fits within the International Department and specifically within the Nigeria country programme. The Programme intern will assist with general programme activities as determined and directed by the Senior Program Coordinator. These will include facilitating operational interaction and documentation of essential programme activities at the coordination level. Additionally, the Intern shall assist and work with implementing partners staff. The Intern will be responsible for assisting the WASH team with general office duties including, but not limited to, external coordination meetings, learning on CLTS, data entry, filing and general coordination.</p>
<p>Key outcomes</p>

Under the supervision of the Programme Coordinator and in collaboration with the project MEAL team, the WASH Project Assistant will accomplish the following:

- Training and Supervision of Community based Hygiene Promoters
- Support Hygiene Promoters on awareness raising through house-to-house visits and distribution of IEC materials.
- Establishment of Solid waste management system at implementing communities.
- Technical assessment of Handpump boreholes and supervision of borehole upgrade works by CAID Contractors.
- Supervise the Construction of household latrines and solid waste disposal pits.
- Provide daily, weekly, and monthly reports on project progress and work plan.
- Provide technical trainings on water point repairing to WASH target groups.
- Ensure liaison with other WASH stakeholders and existing community structures, (groups and individuals, women groups, religious leaders where possible.)
- Attend WASH Coordination Meetings at LGA level.
- Develop designs and drawings of WASH Infrastructure using CAD softwares.
- Implements independently procedures and activities within own WASH as delegated.
- Any other official task assigned by his/her supervisor.

Role requirements

Relationships

External	Christian Aid Nigeria visitors, and partners
Internal	Christian Aid country programme staff

Decision making

Make decisions to assist the team's delivery of core mandate. Also, providing input and support in programme delivery as required. Day to day decision to ensure effective delivery of responsibilities. Make decisions in line with CA policies and humanitarian response standard operating procedures.

Analytical skills

S/he should be able to analyses situations and come up with recommendations

Required to develop new ways of doing things to better meet programme goals requiring substantial creative or analytical ability.

Developing self and others

Has direct responsibility for understanding the policies and being creative around filing and documentation. Focus will be on harvesting WASH outcomes

Person specification

Applied skills/knowledge and expertise

Essential

- The post holder should have a first degree in Civil Engineering, Architecture or WASH related field with 2-3 years' experience of working in emergency response with local and/international partner organizations and exposure to field operations.
- Strong positive attitude and ability to manage a wide range of issues of complicated procedures, indicated by 2-3 years learning period.
- Be proficient in the use of computer software (AutoCAD, Microsoft Office – Excel, Word, PowerPoint)
- Have the capacity to be flexible and supervise and coach community-based Hygiene Promoters.
- Excellent coordination skills, good understanding of principles of effective planning, appropriate time management
- Strong report writing skills

Desirable

- Familiar with WASH context in the northeast Nigeria.
- Ability to communicate fluently in the local languages.

IT competency required

Intermediate

Competency profile

LEVEL 1: You are expected to be able to:

Build partnerships

- Work in a reliable, helpful and cooperative way with all colleagues and provide help to others without needing to be asked.
- Willingly participate in team work and contribute ideas, including those that may be beyond your own or your team's role.
- Keep others informed about what is going on in your own work area.
- Treat everyone with courteousness, dignity and respect, accepting that people are different and have different views.
- Act and behave consistently with what you say.

Communicate effectively

- Communicate clearly and concisely, verbally and in writing.
- Pass on a clear message or information promptly and accurately.
- Ask additional questions to clarify when needed.
- Explain things simply and in a different way if someone appears not to have understood.
- Be aware of how your actions and words impact on others and adapt if necessary.

Steward resources

- Use resources economically, whether these are Christian Aid resources or wider environmental resources.
- Recognise that time is a resource and take responsibility for managing your time effectively.

Deliver results

- Agree your work Christian Aid, keep track of your own progress and keep others informed.
- Check the quality of your own work and deliver to expectations.
- Seek clarification and support from your manager when needed and to ensure appropriate sign-off.
- Respond promptly to the requests of others, seeking guidance on priorities and workload when needed.
- Consider the consequences of your actions, including the impact on your work and colleagues.
- Take personal responsibility for your actions.

Realise potential

- Question and ask for information and advice to address your own knowledge and skills gaps to learn.
- Regularly ask for and act on feedback on own performance.
- Assist others by showing how to complete tasks.
- Demonstrate concern for the wellbeing of others.
- Act and behave consistently in line with Christian Aid's values.

Strive for improvement

- Demonstrate openness to change.
- Respond quickly and helpfully to new initiatives.
- Find ways to make improvements in your work.
- Show initiative when faced with problems.
- Willingly share knowledge and information that may help others.

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Further details of specific tasks and duties will be agreed with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.

This role profile is not prescriptive; it merely outlines the key behaviours the role-holder requires to be successful in the role; the key behaviours and responsibilities are subject to change. Any changes will be made in consultation with the role-holder.

You will be expected to abide by the Code of Conduct, policies and procedures within Christian Aid which may be updated from time to time.

You must be in sympathy with the aims, beliefs and values of Christian Aid as it seeks to work on relief, development and advocacy for poverty eradication.