

# Job Description

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| <b>Job Title:</b> WASH Facilitator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Reports to:</b> Programme Officer/WASH Officer<br><b>Matrics Report:</b> Programme Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Location:</b><br>Sindhupalchok |
| <b>Duration:</b> One year contact with 3 months probation period. The contract is subject to annual extension based on performance and availability of funding.                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                   |
| <b>Overall goal of Position :</b> The WASH Facilitator will support the WASH Officer/Programme Officer in the effective implementation, monitoring, and follow-up of Water, Sanitation and Hygiene (WASH) activities at the community level. The position will work closely with community members, WASH committees, local stakeholders, and project staff to promote sustainable WASH practices, strengthen community ownership, and ensure that WASH activities are implemented according to project plans, organizational policies, and relevant standards |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                   |
| <b>Key Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ol style="list-style-type: none"><li>1. Support the WASH Officer/Programme Officer in identifying community training needs related to drinking water, sanitation, hygiene, and behavior change.</li><li>2. Conduct and facilitate community-level training, awareness sessions, demonstrations, orientations, and meetings on WASH-related topics.</li><li>3. Mobilize community members, households, schools, WASH committees, and other relevant groups to participate actively in WASH activities.</li><li>4. Follow up regularly with households and community members to monitor whether WASH knowledge and practices gained through training are being applied.</li><li>5. Identify gaps in WASH practices and support the WASH Officer/Programme Officer in organizing refresher training, coaching, and follow-up activities.</li><li>6. Monitor household and community-level compliance with agreed WASH standards and behavior change indicators.</li><li>7. Promote positive sanitation and hygiene behaviors through interpersonal communication, household visits, awareness campaigns, demonstrations, and appropriate educational materials.</li><li>8. Provide basic technical and practical support to community members during the implementation of WASH activities, under the guidance of the WASH Officer, Programme Officer and technical team.</li><li>9. Support the implementation of WASH activities according to approved plans, budget, quantity, quality, and</li></ol> |                                   |

timelines.

10. Conduct regular household visits and community monitoring to identify WASH-related problems, challenges, gaps, and delays and report them to the Programme Officer/Manager.
11. Assist the WASH Officer/Programme Officer in collecting field-level data, information, photographs, attendance records, monitoring checklists, and other necessary project documentation.
12. Maintain accurate and timely records of community meetings, trainings, household visits, awareness activities, and other WASH interventions.
13. Prepare regular field-level activity updates and reports and submit them to the WASH Officer/Programme Officer.
14. Support the documentation of lessons learned, good practices, case studies, success stories, and community-level changes resulting from WASH interventions.
15. Conduct regular meetings and discussions with community members, WASH committees, user groups, and other community structures to strengthen program effectiveness and ownership.
16. Support coordination and communication with local government representatives, community leaders, stakeholders, and other relevant actors at the field level.
17. Assist in strengthening the capacity of WASH committees and community groups for the operation, maintenance, protection, and sustainability of WASH facilities.
18. Support the WASH Officer/ Programme Officer in ensuring that WASH activities are implemented in accordance with organizational policies, project requirements, and relevant national and international WASH standards.
19. Assist in organizing and facilitating field visits by managers, donors, government representatives, partners, and other stakeholders.
20. Provide necessary field information and support during feasibility studies, assessments, surveys, and planning for future WASH activities.
21. Monitor the proper use, protection, and maintenance of WASH project materials, equipment, and other organizational assets at the community level and report any issues to the supervisor.
22. Use project resources and materials responsibly and support the efficient utilization of the project budget at the field level.
23. Maintain confidentiality of organizational, project, and community information and records.

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|                                                      | <p>24. Coordinate regularly with the WASH Officer, technical team, and other project staff to ensure effective implementation of activities and achievement of project objectives.</p> <p>25. Perform any other WASH-related duties and responsibilities assigned by the WASH Officer or organization.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Required Knowledge, Skills, and Abilities</b>     | <ul style="list-style-type: none"> <li>• Strong understanding of WASH principles and national/international standards.</li> <li>• Proven skills in project planning, implementation, coordination, and monitoring.</li> <li>• Ability to write clear reports and facilitate community-level training and awareness.</li> <li>• Proficient in Microsoft Office and basic data collection/management tools.</li> <li>• Excellent communication and interpersonal skills for working with communities and stakeholders.</li> <li>• Ability to work independently, manage multiple tasks, and travel frequently to remote areas.</li> <li>• Flexible, adaptable, and committed to inclusion, sustainability, and problem-solving in diverse context</li> <li>• Good negotiation skills and a good team player</li> <li>• Excellent organizational skills with the ability to prioritize multiple tasks.</li> <li>• Excellent English &amp; Nepali communication skills (both spoken and written)</li> </ul> |
| <b>Minimum qualification and experience required</b> | <ul style="list-style-type: none"> <li>• CMA or ANM with SLC or SEE.</li> <li>• At least 1to 3 years of relevant work experience in the implementation of WASH projects, preferably with NGOs or development organizations.</li> <li>• Experience in community mobilization, training facilitation, and behavior change communication (BCC) related to WASH.</li> <li>• Familiarity with government WASH policies, standards, and coordination mechanisms at local and national levels.</li> <li>• Prior experience working in rural or remote areas and coordinating with local authorities and communities is an asset.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                    |