

Job Title: WASH assistant

Starting Date: 29 May 2025

Application Deadline: 10 June 2025

Duty Station: AlKhukhah Office.

Position Type: Full Time

About VHI

"Vision Hope International e.V. is a humanitarian and development organization working with local communities and authorities in the Middle East and North Africa (MENA) region to transform societies in greatest need. Our aim is to alleviate extreme poverty by providing food security for families, protection and education for orphans, community integration for refugees and people with disabilities, and sustainable development that promotes human well-being. For more information about our organization, please visit our website at www.vision-hope.org."

Job Summary

The WASH Assistant is responsible for the overall survey, design, implementation, and monitoring of WASH construction projects in AlKhukhah District.

The WASH Assistant will provide technical support to the field team to ensure that all construction/rehabilitation works are implemented and completed according to approved designs and specifications, while adhering to project timelines. Additionally, the WASH Assistant will offer technical guidance to WASH facilitators involved in hygiene promotion activities, ensuring effective coordination with the Project Coordinator. This role requires candidates with an engineering background. Only candidates with a degree in Civil Engineering or a related field will be considered.

Key Duties and Responsibilities:

1. Project Preparation and Design:

- Review and finalize design packages (drawings, BoQs, and specifications) for water and sanitation projects, ensuring they reflect actual field conditions
- Develop construction work plans and schedules for each location and type of intervention.

2. Tasks and Quality Control:

- Supervise all aspects of field implementation, ensuring compliance with project specifications and timelines.
- Address and resolve any challenges faced by contractors during the execution of projects.

- Report any issue encountered by contractors during field operations to management.
- Conduct quality testing of materials before, during, and after construction or rehabilitation for each identified water source.
- Accurately estimate all required resources for each construction project at the community level.
- Ensure quality control in construction and rehabilitation work by providing on-the-job training for skilled labor.
- Develop necessary supervision tools for construction and rehabilitation projects.
- Ensure that all construction and rehabilitation works are implemented according to specifications and timelines.
- Verify the quality of materials provided by the construction company, ensuring they are new, free of defects, and meet minimum standards as outlined in subcontract documents and technical specifications.
- Ensure the timely and effective implementation of water, sanitation, and hygiene programs in accordance with community needs and standards in the targeted areas.

3. Training and Capacity Building:

- Ensure establishment of water management committee per each sub-district for project sustainability and proper operation & maintenance of infrastructure ensuring that women's representation is considered.
- Provide training on maintenance of water systems and sanitation facilities to members of water management committees from targeted communities.
- Ensure water management committees are trained and provide practical training during construction/rehabilitation phases.

4. Reporting and Documentation:

- Prepare monthly progress reports on construction and rehabilitation activities.
- Document all technical project documents, including drawings, BoQs, completion reports, and handover forms.
- Submit invoices and progress claims based on work completed by the contractor in the field, in accordance with organizational policy.
- Participate in site handovers and initial acceptance processes.
- Archive documentation for all stages of implementation, including photos and videos, in designated channels

5. Coordination with Stakeholders:

- Coordinate with monitoring and evaluation teams to ensure project objectives in water, sanitation, and hygiene are met.
- Coordinate with community leaders to verify locations for infrastructure improvements.

6. Ensuring Effective Implementation:

- Develop precise implementation plans for each construction project and ensure proper resource estimation for procurement.
- Supervise construction work in the field to ensure it meets project objectives.

Others:

- Support community awareness and mobilization on all project details in and its activities in coordination with community mobilizers.
- Resolve any conflicts or community problems that may appear during the implementation of the project stages in coordination with community mobilizer.
- Assist the M&E team in receiving and verifying the complaints and reporting the results to the project Coordinator and the M&E assistant and assisting them in making the appropriate decision to solve the raised issues.
- Responsible for monitoring the impact of the project, supporting decision-making, and promoting learning through documentation of best practices and follow-up of necessary adjustments at the district level.
- Ensure that activities are completed within the specified timeframe and to acceptable levels of technical and project quality.
- Prepare high-quality weekly & monthly progress reports, and daily delivery & distribution reports and submit them to the project Coordinator.
- Provide direct supervision and technical guidance to the field team, ensuring clear understanding of duties, distribution mechanisms, project regulations, and VHI policies.
- Carrying out any tasks and other work that may be assigned by the project management.

Requirements (Qualification and Experience)

Required Professional Experience

- At least 3 years of experience in WASH /Construction Engineering.
- Experience in the construction of water supply networks in hard-to-reach areas.
- Strong knowledge of water supply network components.

Required Education, training, license, registration, and certification

- Bachelor's degree in civil engineering or a closely related field is mandatory.
- Knowledge of MS Office and statistical programs, AutoCAD, Water Gems, and other related construction design programs.
- Proficiency in WaterGEMS software is required.

Preferred Knowledge and Qualifications

- Ability to work in a team environment.
- Strong monitoring skills.
- Communication skills and knowledge of local communities.
- Good report writing skills.
- Ability to engage with different stakeholders and partners on the project site.
- Interpersonal, management and conflict resolution skills.
- Commitment to Humanitarian Principles.
- Ability to perform under pressure and work from the field.
- Ability to meet deadlines and work calmly under pressure with limited supervision.
- Ability to establish and maintain collaborative working relationships with Yemen host government partners at the national and governorate levels.
- Strong contextual knowledge of the targeted district, including the peri-urban areas, the local authorities, the local culture and customs, and the dynamics between the various groups (host community, IDPs, refugees).
- Knowledge on program monitoring & supervision, data collection and analysis software including Kobo, ODK is a plus.
- Problem solving with ability to work independently with a minimum of supervision.

Additional Considerations:

- The WASH assistant must adhere to VHI policies and the code of conduct, as well as faithfully and responsibly represent the organization.

How to Apply

- Please Use this link to apply for the position: [Click Here](#) or link here : <https://forms.office.com/r/YzYaUbuCLT>
- Only submissions through the online form will be considered.
- Send your CV, cover letter, degree certificate, and experience certificates via email to: Recruitment.Yemen@vision-hope.net
- Please write the Subject Line of the email as: WASH Assistant– Al Khukhah
- Only short-listed candidates will be contacted.
- ⚠ Only candidates with an engineering degree will be considered.

RECRUITMENT IS URGENT: Interested candidates are encouraged to apply as soon as possible and not to wait until the closing date

