



seed **madagascar**

sustainable environment, education & development

## **Head of WASH and Food Distribution Fort Dauphin, Madagascar (3 months)**

SEED Madagascar (SEED) is a British-registered charity whose mission is to enhance the capacity of individuals, communities, organisations, and government in fulfilling sustainable environment, education, and development goals in southeast Madagascar. The acronym SEED (sustainable environment, education, and development) reflects the organisation's holistic approach to projects, all of which are built around the most pressing and directly expressed needs of disadvantaged communities.

Working alongside both local and international staff, this short-term post will provide on the ground support and oversight to a UNICEF-funded WASH project and a food distribution project. To effectively support these initiatives, experience in managing United Nations financial and reporting procedures is key in this role. This post will manage donor compliance and will be responsible for overseeing the development of narrative and financial reports for donors; monitoring the realisation of established project outputs, outcomes, and objectives; and liaising with in-country project donors. The Head of WASH and Food Distribution will collaborate closely with the Head of Community Health and WASH, Project Co-ordinators and the Director of Programmes and Operations to promote the high-quality implementation of SEED programming.

**Location:** Fort Dauphin, Anosy Region, Madagascar

**Contract minimum duration:** end of June 2021

**Probationary period:** 1 month

**Contract type:** Short term with stipend covering a return flight to Fort Dauphin, insurance, accommodation and reasonable living expenses. Unaccompanied post.

**Reporting to:** Director of Programmes & Operations

### **Duties and Responsibilities**

#### **Programme Management**

- In collaboration with Senior Programme Officers and SEED's finance department, oversee the development of high-quality financial and narrative donor reports and other project documents for key initiatives, including the Rural WASH project funded by UNICEF.
- Working closely with the Head of Department and Project Co-ordinators, support implementation teams in monitoring project progress, ensuring that planned objectives are achieved and adapting activities based on monitoring, evaluation, and learning and emerging challenges.
- Liaise with key project donors, including UNICEF, regarding the ongoing implementation of project activities and realisation of planned outcomes, whilst working with these donors and other SEED staff members to adapt project activities and accompanying project documentation as needed.
- Collaborate with SEED's Monitoring, Evaluation, and Learning Specialists to strengthen data collection and activity monitoring systems, facilitating ongoing project reporting.
- Provide regular updates about project implementation and donor feedback to SEED's wider management team.
- Monitor the implementation of project activities through regular field visits when appropriate, ensuring that observations inform ongoing project design.
- Use evidence-based advocacy from research and project findings in briefing papers and other project documents for staff, local and regional stakeholders, and government departments to inform the development of regional and national strategy.

### **Budget management**

- Collaborate with SEED's finance department to conduct regular reviews of project expenditures and ensure that financial activities conform with organisational and donor policies, including United Nations Harmonized Approach to Cash Transfers (HACT) procedures, supporting the submission of accurate, timely financial reporting.
- Serve as the primary liaison between with SEED's finance department and key project donors, including UNICEF, communicating and requesting any needed budgetary changes in a timely manner and finding solutions to any emerging issues.
- Facilitate the successful completion of financial audits or spot-checks by project donors as necessary.

- Oversee the development or adaption of project budgets, with consideration of the organisational strategy and priorities over the coming years.

### **People Management**

- Collaborate with the Director of Programmes and Operations, Head of Community Health and WASH and the Project Co-ordinator to support teams of specialists, programme officers and implementation staff, helping these team members to achieve departmental objectives and support organisational ethos and strategy.
- Foster essential cross-cultural collaboration, providing support to both national and international staff to bridge gaps in understanding and priorities for project development and implementation.
- Provide personal support and guidance and act as a role model, both professionally and personally, for team members to ensure SEED's reputation is maintained.
- Support the Director of Programmes and Operations, Head of Community Health and WASH, and Project Co-ordinators in overseeing and ensuring day-to-day support of SEED, including acting as an intermediary of organisational priorities to the wider team.

### **General**

- Provide core support to the Director of Programmes and Operations and the Head of Community Health and WASH Department in management and ensuring the security and safety of personnel.
- Work flexibly, including changing work priorities at short notice and working unsociable hours when necessary, to meet a short deadline (for example, the submission of project funding documents within the timeframe set by donors).
- Represent the department at all internal meetings and play an active role in the management and development of staff members.
- Represent SEED at convenings with agencies, donors, and partners, including cluster meetings and coordination sessions.

### **Person Specification**

- Degree-level qualification or equivalent experience in international development, public health; water, sanitation, and hygiene (WASH) or related field.
- Minimum of two years' professional experience related to international development, community health, and/or WASH.
- Minimum of two years' professional experience in line management and/or project management

- Demonstrated knowledge of and experience in meeting donor requirements, including United Nations HACT procedures (UNICEF-specific experience preferred).
- Demonstrated experience of managing project budgets, preferably of over \$500,000 per year.
- Familiarity with the use of project management tools including logframes, budgets, activity plans, and monitoring and evaluation frameworks.
- A sound understanding of the importance of monitoring, evaluation, and learning and of approaches used to measure outcomes and impact.
- Fluency in French (written and spoken), to the level of editing French documents for submission to donors.
- Proficiency in English, to the level of communicating project updates and leading meetings in English.
- Demonstrated experience representing organisational priorities and liaising with national-level partners in Madagascar and/or similar contexts.
- Excellent listening and verbal communication skills and a flexible and patient attitude.
- Excellent report-writing and editing skills (French), with previous experience compiling project donor reports and the ability to tailor written information to various audiences.
- Cross-cultural negotiation skills and a curiosity in effective work practices in a cross-cultural setting. Ability and desire to build capacity both within international and national teams.
- Ability and desire to support teams of staff members.
- Ability to demonstrate and support staff to develop appropriate professional and social attitudes.
- Proficiency in Microsoft Office, particularly Word, Excel, and PowerPoint
- Excellent problem-solving and analytical skills, with demonstrable ability in gathering and assimilating facts and data from various sources.

**Application procedure:**

Interested applicants should send a CV and covering letter in English outlining how their skills and experience match the requirements in the job description criteria to SEED Madagascar Director of Programmes and Operations, Lisa Bass by email on [lisa@seedmadagascar.org](mailto:lisa@seedmadagascar.org)

**Applications deadline:** Ongoing until right candidate is found.