

## Junior Expert (JE) Job description

### I. DESCRIPTIVE PART OF THE JOB

<b>Application date</b>	4th February 2020
<b>Job title</b>	Junior Expert in in Technical support for WASH Services <i>(ex: digitalisation, gender, etc.)</i>
<b>Main job domain (sector of activity)</b>	WASH <i>(ex: justice, agriculture, etc.)</i>
<b>Job holder (name of JE)</b> <i>(to be filled in after the selection of JE)</i>	
<b>Job holder's (JE's) Signature + date</b> <i>(to be filled in after the selection of JE)</i>	

General information			
<b>Enabel or NGA Project/programme</b>	<input type="checkbox"/> Enabel	<b>If Enabel : Navision code</b>	
	<input checked="" type="checkbox"/> NGA	<b>If NGA : NGA name</b>	Protos – Join for Water
<b>Full denomination of the project/programme</b>	Focal person for upgrading technical standards and working principles within the network of local partner NGOs in the Great Lakes Region and enhancing exchange and standardization of technical guidelines within the organization as a whole.		
<b>Project/programme 's location</b>	Great Lakes Region, East Africa (central office in Kampala, field missions to Uganda and Burundi)		
<b>Duty station of supervisor</b>	Kampala	<b>Duty station of JE</b>	Kampala
<b>JE will be assigned to</b>	<input type="checkbox"/> Project/programme		<input checked="" type="checkbox"/> Representation (Enabel)/Country Office (NGA)
<b>Project duration (dd/mm/yy)</b>	<b>Start date:</b>	01/01/2017	<b>Expected starting date for the job (dd/mm/yy):</b> 01/10/2020
	<b>End date :</b>	31/12/2021	
<b>Requested JE contract duration</b>	<input type="checkbox"/> 1 year		<input checked="" type="checkbox"/> 1 year with possible extension (3 months, longer on condition of financing for new programme 2022-2026)
<b>Project/programme's contribution to the SDG's</b>	<input type="checkbox"/> No poverty <input type="checkbox"/> Zero Hunger <input type="checkbox"/> Health & Well-being <input type="checkbox"/> Quality Education <input type="checkbox"/> Gender Equality <input checked="" type="checkbox"/> Water & Sanitation <input type="checkbox"/> Affordable & Clean Energy		<input type="checkbox"/> Decent Work & Economic Growth <input checked="" type="checkbox"/> Innovation & Infrastructure <input type="checkbox"/> Reduced inequality <input type="checkbox"/> Sustainable cities & Communities
			<input type="checkbox"/> Responsible consumption & production <input type="checkbox"/> Climate <input type="checkbox"/> Life below water <input type="checkbox"/> Life on land <input type="checkbox"/> Peace & Justice <input type="checkbox"/> Partnerships for the Goals

<b>1. Context of project</b> <b>2. Objectives of project</b> <b>3. Beneficiaries of project</b> <b>4. Main activities of project</b>	<p>1. The JE will work as a focal person for technical quality assurance in WASH programs.</p> <p>2. To implement mechanisms to assure quality of technical works in all stages of the projects (planning, design, procurement, implementation, approval, management, operation and maintenance).</p> <p>3. To provide on the job capacity support and enhance networking between partners and interactions with Protos HQ and the expertise Protos has developed</p> <p>4.</p> <ul style="list-style-type: none"> <li>- To analyse technical designs, Bill Of Quantities (BOQ) and standards available,</li> <li>- to evaluate existing technical works, together with partners (including creation of checklists) from Protos and other organizations</li> <li>- to identify capacity needs of partners and to map potential resources (within Protos Great Lakes, its regional partners and Protos international staff both at HQ and country offices)</li> <li>- to provide on the job training and to organize central capacity building events</li> <li>- to develop sets of standards and tools for implementing staff in order to assure that experiences and lessons learned are consolidated and will support quality assurance for technical interventions</li> <li>- to document experiences on the work performed and to identify tools to monitor progress and document/share with other similar organizations</li> </ul>
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<b>Position of the JE within the organization</b>	
<i>The JE depends hierarchically on the supervisor (N+1). Besides the supervisor, one or more resource persons for technical support of the JE may be appointed in case the supervisor does not have the same technical background as the JE. If this person is already identified, please indicate below.</i>	
<b>Supervisor's name, job title &amp; background</b>	Lieven Peeters, Regional Representative, Chemical Engineer; Master in environmental science and technologies.
<b>Resource person(s) for technical support's name, job title &amp; background</b>	Dirk Dirix, Thematic program service adviser, Agricultural Engineer ; Post-graduate in Irrigation Engineering, 30 years of experience in design and construction of water supply, sanitation and irrigation infrastructure (based in Ghent)
<b>For Enabel JE, the follow-up will be assured by a Junior Programme Project Officer.</b>	
<b>For NGA JE: name &amp; job title of the contact person from NGA headquarters that will assure the follow-up</b>	Dirk Dirix, Thematic program service adviser

<b>JE – Job description</b>
<b>Job objective</b>
<i>Explain in one concise sentence the purpose of the job. What real need does this job fulfil? What's the added value of the job?</i>
The JE will be appointed as focal person for quality assurance with the objective to support the upgrade of technical standards and working principles of partner interventions, and to enhance exchange and standardization of technical guidelines within the network of local partners in the Great Lakes Region and Protos – Join for Water as a whole.

Result areas	
<p><i>Give the most important results to be achieved in the job. Limit yourself to stable, permanent job elements. Start with the most important ones and work your way down. Select a maximum of 5 to 6 result areas. Please consider the following for each result area: Why does the JE do this job? What will be his/her share of responsibility? What must (s)he achieve (objective)? Then list the activities that are to be performed to achieve the result. Ultimately list the final and tangible products that the JE is to produce. Please also indicate for each responsibility the importance (percentage of time) at a scale of 100.</i></p> <p><i>Please find an <b>example</b> here and start completing from the case Result Area n° 1 here below.</i></p>	
Result area n°	
<b>JE's role</b> [as...]	As trainer
<b>JE's responsibility</b>	On the level of the project, help the colleagues in the data-processing field and give formations in this field.
<b>In order to ...</b> [objective]	in order to make so that the data-processing tool is used better and to improve work and to make it easier
<b>Most important tasks</b> [What activities (= verbs) are to be performed to achieve the objective?]	<ul style="list-style-type: none"> <li>• Identify the necessary formations</li> <li>• Give trainings</li> <li>• Help the colleagues with specific or systematic problems</li> <li>• Develop a training course</li> </ul>
<b>Expected outputs</b> [What final and tangible products the JE is to produce?]	<ul style="list-style-type: none"> <li>• Inventory of the team's training needs regarding ICT</li> <li>• Basic ICT manual for colleagues</li> <li>• Training plan for colleagues for a one year period</li> <li>• X trainings given</li> <li>• Operational training course + training of some key-staff members in its use</li> </ul>

Result area n°1		Time in % :	20
<b>JE's role</b>	As analyst - field		
<b>JE's responsibility</b>	To assess the quality standards used to date and present findings in a comprehensive, structured manner		
<b>In order to...</b>	have a basis for priority planning of support		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Analyze technical designs developed and/or used by partners</li> <li>- Analyze BOQ and final design documents</li> <li>- Analyze tender documents</li> <li>- List used design criteria, technical specifications of materials and construction works (from Statement of Works)</li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- Inventory of used standards by partners</li> <li>- Assessment of used quality standards</li> </ul>		

Result area n°2		Time in % :	15
<b>JE's role</b>	As Analyst – desk		
<b>JE's responsibility</b>	To take stock of existing documented guidelines and other relevant tools currently being used.		
<b>In order to ...</b>	asses for needed upgrade and gaps		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Analyze guidelines and tools used</li> <li>- Resume used procedures</li> <li>- Classify guidelines and tools by relevance</li> <li>- List conflicting elements</li> <li>- List complementary elements</li> <li>- Identify and list gaps in guidelines and tools</li> <li>- Identify parts of guidelines and tools that need to be upgraded</li> </ul>		
<b>Expected outputs</b>	- Action plan to upgrade guidelines and tools		

<b>Result area n°3</b>		<b>Time in % :</b>	15
<b>JE's role</b>	As analyst – team		
<b>JE's responsibility</b>	To identify specific capacities of technical staff at partner and Protos level and to assess the quality assurance procedures at institutional level		
<b>In order to ...</b>	Understand the need for capacity support (on the job and formal) for staff and organisations and the potential for exchange.		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Visit local partners in Uganda and Burundi</li> <li>- Interact with technical staff of Cidri (partner in Congo)</li> <li>- Identify the quality assurance responsibilities of technical staff</li> <li>- Identify knowledge of quality standards of technical staff</li> <li>- Map good quality assurance practices of staff and organizations</li> <li>- Develop a capacity building plan</li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- A capacity building plan for the Great lake Region.</li> <li>- Exchange proposal between partners</li> </ul>		

<b>Result area n°4</b>		<b>Time in % :</b>	20
<b>JE's role</b>	As trainer or facilitator		
<b>JE's responsibility</b>	To implement the capacity building plan		
<b>In order to ...</b>	Assure the necessary qualifications of technical staff and institutional capacity of the partners		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Give or organize trainings on use of hydraulic design programs (WaterCad and Epanet)</li> <li>- Give or organize trainings on use of design, engineering and construction software (fe AutoCad)</li> <li>- Give training on international standards for hydraulic material and equipment (ISO, EN and NF standards)</li> <li>- Give training on construction quality standards</li> <li>- Facilitate institutionalization of quality assurance</li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- Key technical staff of partners and Protos trained</li> <li>- Operational training courses available</li> <li>- Quality assurance procedures defined for each partner</li> </ul>		

<b>Result area n°5</b>		<b>Time in % :</b>	15
<b>JE's role</b>	As developer		
<b>JE's responsibility</b>	To develop missing guidelines, procedures, templates, ...;		
<b>In order to ...</b>	Assure continuous availability of knowhow for the partners		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Identify practice need/gap</li> <li>- Identify resource persons</li> <li>- Draft scope, including key issues and review questions</li> <li>- Involve stakeholders during the different stages of the guideline development</li> <li>- Search literature</li> <li>- Call for evidence from stakeholders</li> <li>- Plan and process the evidence review</li> <li>- Draft and publish new tool</li> </ul>		
<b>Expected outputs</b>	- A set of best practice guidelines		

<b>Result area n°6</b>		<b>Time in % :</b>	15
<b>JE's role</b>	As researcher/inspirator		
<b>JE's responsibility</b>	To perform research on upcoming and alternative, innovative approaches and techniques		
<b>In order to ...</b>	be beneficial for the impact and performance of the technical interventions of the partners and Protos		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Search literature</li> <li>- Identify innovative applications in Uganda and Burundi</li> <li>- Organize field visits with key technical staff to witness the relevance and efficiency</li> <li>- Action research on innovative techniques such as prepaid water service and digital management, solar powered water distribution, solar or battery powered water disinfection techniques,...</li> <li>- Write technical papers</li> <li>- Start up capacity building with partners</li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- Increased knowhow of partners on innovative approaches and techniques</li> <li>- Relevant documentation published and distributed to interested actors and stakeholders</li> </ul>		

*Besides these tasks mentioned above in the result areas, we can ask the JE, depending on the needs of the Junior Programme, to accomplish any other tasks that might be considered necessary for the correct functioning of the programme and that are in line with his/her profile.*

<b>JE's contribution to the Junior Programme priorities</b>	
<b>Innovation</b>	
<i>What space does the function offer for experimenting with innovative tools/approaches? E.g.: action research, testing &amp; roll-out of new technologies, etc.</i>	
<b>JE's role</b>	See role nr 6. The JE will use his experience and network created to identify potential new approaches and innovations that could create added value and increase impact of the program. He/she will take time to do site visits to monitor these innovations and their in field performance and makes evaluations relevant for Protos Join for water and their partners. When relevant he/she can start action research experiments and provide start up training and reflections to assess potential and to make work plans on how to gradually introduce them.
<b>JE's responsibility</b>	See result area n°6
<b>In order to ...</b>	See result area n°6
<b>Most important tasks</b>	See result area n°6
<b>Expected outputs</b>	See result area n°6

<b>Networking &amp; partnerships</b>	
<i>Does the working environment offer opportunities to create/stimulate certain networks or partnerships (contribution to SDG 17)? E.g.: organise a Good Practices workshop on a local level on a theme the JE is working on; represent the project in local thematic meetings/platforms, etc</i>	
<b>JE's role</b>	As organizer, facilitator, researcher or participant

<b>JE's responsibility</b>	<p>To be the focal point on quality assurance reinforcement in the network of local partners in the Great Lakes Region and Protos – Join for Water as a whole.</p> <p>This means that the upgrade and assurance of quality standards should not only aim at Protos great lakes office level but should at least set out pathways on how this can also be of added value for the Protos worldwide.</p> <p>Next to that Protos, in relation to the synergy efforts ongoing, is open to capture relevant experiences and knowledge that might be of added value of other BNGAs and their methods/impact also. As researcher innovator, the JE should keep in mind the action areas of other implementing BNGAs and be pro active in sharing ideas and interaction.</p>
<b>In order to ...</b>	Enhance exchange, technical knowledge and quality assurance of partners/Protos and interested actors in the Great Lakes Region, and Protos as a whole
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>▪ Facilitate the exchange of knowledge between partners</li> <li>▪ Analyse innovative techniques in the field from water related actors</li> <li>▪ Develop input to improve the interventions of the partners</li> <li>▪ Develop papers on innovative techniques for publication distribution on water related platforms (national or regional).</li> </ul>
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>▪ Increased cooperation between partners</li> <li>▪ Increased capacities of participating organizations</li> </ul>

<b>Capacity building</b>	
<i>How will the JE contribute to the capacity building of the local partners, of the hosting partner team, etc ? Will (s)he have the possibility to work in pairs with a young local professional?</i>	
<b>JE's role</b>	As described in the result areas (especially area nr 4) the JE's main role is to contribute to the capacity building of the local partners and the hosting partner team. He/She will be active as analyst, trainer/facilitator, developer and researcher
<b>JE's responsibility</b>	As specified in the result areas above, mainly nr 4
<b>In order to ...</b>	As specified in the result areas above, mainly nr 4
<b>Most important tasks</b>	As specified in the result areas above, mainly nr 4
<b>Expected outputs</b>	As specified in the result areas above, mainly nr 4

<b>Requested profile</b>			
<b>Required training/degree for the job</b> <i>&gt; Remark : will be eliminatory on CV for the candidates. Be complete &amp; specific, please.</i>	<input type="checkbox"/> Agronomy/ Bio-engineer <input type="checkbox"/> Biology/ Environment <input type="checkbox"/> Geography <input checked="" type="checkbox"/> Civil/industrial/ electrical engineer/ Architect <input type="checkbox"/> ICT/NTIC <input type="checkbox"/> Mathematics/ Exact sciences <input type="checkbox"/> Law/Criminology	<input type="checkbox"/> Political sciences/ International relations/ Diplomacy <input type="checkbox"/> Sociology/ Anthropology/Social work <input type="checkbox"/> Psychology <input type="checkbox"/> History/Philosophy/ Art/Religion <input type="checkbox"/> Educational sciences <input type="checkbox"/> Human resources /Organizational development	<input type="checkbox"/> Economy/Commercial engineer/Marketing <input type="checkbox"/> Communication/Public relations/Journalism <input type="checkbox"/> Languages/Philology /Translator <input type="checkbox"/> (Bio/Para)medical sciences <input type="checkbox"/> Public health <input type="checkbox"/> Development studies <input type="checkbox"/> All profiles <input type="checkbox"/> Others and/or details (if needed): Studies including water & sanitation expertise (others)
<b>Necessary specific knowledge for the job</b> <i>&gt; Remark : will be eliminatory on CV for the candidates.</i>	Technical design and making of technical drawings and Bill of Quantities (6 months experience)		

Language skills	Languages	Knowledge	Comments
> Indicate which language skills are essential or preferable for the job with possible comments on the expected level of knowledge and/or an argumentation.	English	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	
	French	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	
	Dutch	<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Preferable	
<b>Preferred assets for the job</b> > <b>Remark</b> : will <u>not</u> be eliminatory on CV for the candidates.	<ul style="list-style-type: none"> <li>- Basic understanding of contracting principles (responding to tenders) and general procurement risks</li> <li>- Proven networking and training skills and ability to train people with different educational and cultural background</li> <li>Flexible and willingness to do field visits and perform work during building/construction processes</li> <li>- Knowledge of quality standards for construction works and materials</li> <li>- Knowledge of hydraulic design software</li> </ul>		
<b>Driver's licence for motorcycle &amp; car</b>	<b>Motorcycle</b>	<input type="checkbox"/> Essential	<b>Car</b>
		<input checked="" type="checkbox"/> Preferable	

Country context information	
Living conditions	
<b>Capital / rural area</b>	Capital (mainly in Kampala, intermediate missions to Bujumbura and Uganda upcountry (mainly fort portal and Kamwenge area))
<b>Security context</b>	Secure, missions to Bujumbura will be evaluated on the updated information (incl Enabel representation in Bujumbura). Potential missions to DRC when found highly relevant and of significant added value will be subject to separate approval by Enabel, Kampala office.
<b>Access to services</b>	Full access (main office has good internet and telephone connection, back up power generator etc)
<b>Isolation / social life</b>	Kampala and Bujumbura allow wide range of social activities
<b>Location suited for families (with children)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other useful observations?</b>	Missions to Bujumbura will be made without family but will only be for relatively short periods.
Work context & conditions	
<b>Work location</b>	Kampala
<b>Field exposure?</b> <i>(Direct contact with beneficiaries &amp; local reality, frequency field missions,...)</i>	High, In order to understand the current status of quality of works, the needed capacities, working principles and tools an in depth interaction with local technical staff will be required. Despite this offer is described as a duty station Kampala the JE will be expected to perform sufficient time in the field (between 4 and 10 days per month).
<b>Accessibility of the supervisor</b>	Supervisor spends most of his time in Kampala office and is fully accessible. During missions to remote areas, back up personnel will be in office that can be reached in case of urgent issues.
<b>Teamwork / isolated work</b>	Team work
<b>What transport arrangements will the project consider in order to insure the JE's professional travels/journeys?</b>	<input checked="" type="checkbox"/> Motorcycle from the project at disposal of the JE (only relevant for field visits in upcountry areas in Uganda)
	<input type="checkbox"/> Borrow a car belonging to the project/programme when required
	<input checked="" type="checkbox"/> Local transport? What? : specific journeys upcountry in Uganda when project vehicle would not be available
	<input checked="" type="checkbox"/> Other, please specify : Project vehicle with driver for specific missions Airplane and driver pick up for missions to Bujumbura
<b>What transport arrangements will the JE consider in order to</b>	<input type="checkbox"/> Motorcycle
	<input type="checkbox"/> Car
	<input type="checkbox"/> Local transport? What? :

<b>ensure his/her <u>private</u> travels/journeys?</b>	<input checked="" type="checkbox"/> Other, please specify : In Kampala the JE will have several options available. Protos Join for Water limits certain options during late hours etc for safety reasons, as included in the volunteer code that will apply.
<b>Other useful observations?</b>	The JE will be hosted by Protos and for the part related to Burundi there will be co-hosting by the local partner AVEDEC (as Protos Join for Water has decided to close its local office in Bujumbura during 2020). This organization has hosted National (University of Gitega, ...) and International volunteers (EU, PNUD, DED, ...) since 2006.