

Colombia

Water, Sanitation and Hygiene Assistant

Organization Danish Refugee Council Posted 17 Jan 2025 Closing date 29 Jan 2025

The Danish Refugee Council (DRC) is one of the world's leading humanitarian NGOs, working in over 40 countries to provide appropriate assistance with a rights-based approach to refugees, asylum seekers, internally displaced persons, returnees and migrants. DRC has been present in Colombia since 2011, but in 2018 it expanded its operations in response to the Venezuelan crisis. Currently, DRC Colombia implements a humanitarian response focused on protection for Venezuelan and Colombian refugees and returned migrants in Colombian cities such as Riohacha, Barranquilla and Bogotá, and currently also includes activities in Nariño and Norte de Santander.

Responsibilities:

Programmatic:

Participate in the rapid and efficient implementation of WASH sector and multi-sectoral interventions as requested, in accordance with objectives agreed with the Team Leader and Emergency Team Officers.

Manage requests for readiness, distribution, execution, closure and accountability to the community of ASH sector and multi-sectoral interventions according to the request made by the Emergency Team Leader

Contribute to collecting, analyzing, keeping up to date and systematizing information on the multisectoral context (ASH/NFI) related to solutions for access to water, sanitation and hygiene promotion for displaced and/or confined populations and other interest groups.

Ensure compliance with DRC policies, tools, manuals and guidelines

Provide logistical support for the preparation of activities in the communities.

Obtain all documents and supporting documentation for the delivery of aid, duly signed and validated.

Create the relevant digital and physical archives to safeguard documents.

Design and facilitate the implementation of community workshops or activities in the WASH sector, in accordance with the identification of needs. Facilitate multi-sectoral emergency response workshops or activities requested by the Emergency Team Leader and/or Area or Base Manager.

Support needs assessments as requested by the Team Leader and/or Area or Base Manager.

Ensure that the team has all the biosecurity elements, fleet and supplies required to carry out activities in the field.

Make the necessary report on the team's status during community activities.

Keep a log of activities and routes when requested by the Liaison Officer.

Participate in the preparation of monthly reports and budgets.

Support unspecified and spontaneous tasks related to the operational and programmatic management of the Nariño base as requested by the Emergency Team Leader and/or Area or Base Manager.

Establish bonds of respect and closeness with the community involved in the process; and raise awareness/disseminate the transparency processes/complaint mechanisms established by DRC.

Logistics:

Support verification of the status of humanitarian assistance items, including expiration dates and inventory of supplies.

Participate in the joint verification of purchased goods, supplies and equipment and verify the conformity of the items with the technical specifications and quantities in relation to the WASH sector.

Support in minor purchases, both in the office and in the communities related to the activities of the emergency response team.

Maintain good communications and constant relationships with DRC supply chain, logistics, and protection personnel and personnel from organizational structures associated with DRC.

Occupational Health and Safety Responsibilities

Seek comprehensive care for your health.

Actively participate in the formation of the COPASST – Workplace Coexistence Committee – Emergency Brigades, as well as the activities they carry out.

Comply with the rules, regulations and instructions of the SST SG.

Report any potential hazards and risks at your workplace in a timely manner.

Attend SST training defined by the SG-SST training program.

Ensure that your workplace and work area are kept in order and clean.

Provide clear, truthful and complete information about your health status.

Immediately report any work accidents, incidents (near accidents) and illnesses diagnosed as occupational to the SST area and your immediate supervisor.

Report to the immediate supervisor the need to take corrective or preventive actions, which correspond to real or potential non-conformities of the process to which it belongs.

Participate in training activities, drills and those scheduled by occupational health and safety

Participate and contribute to compliance with the SG-SST policy and objectives.

Requirements in terms of Experience:

Professional with 1 year of experience in the humanitarian sector. (Administration, Logistics and related skills are desirable but not limited)

Experience in delivery and administration of humanitarian aid.

Inventory management and experience in AHE distribution.

Experience working in rural and hard-to-reach environments.

Vocation of service

Focus on detail

Ability to self-organize

Knowledge and interest in the humanitarian sector

Intermediate knowledge of Excel

Requirements in terms of academic training and technical knowledge:

Professional with 1 year of experience in the humanitarian sector. (Administration, Logistics and related skills are desirable but not limited)

Languages:

Native Spanish

All DRC roles require the incumbent to master the DRC core competencies:

- Achieve excellence: focus on achieving results and ensuring efficient processes
- Collaboration: Involve relevant parties and encourage feedback
- Taking the initiative: taking ownership and initiative while pursuing innovation
- Communicate: listen and speak effectively and honestly
- Demonstration of integrity: acting in accordance with DRC's vision and values

We offer:

- The opportunity to belong to one of the best NGOs worldwide.

- Access to over 1,000 free online training courses and certificates.
- Prepaid medicine, 100% coverage of the policy for the employee and special price for beneficiaries.
- National fixed-term contract for 6 months with all legal benefits, with the possibility contract renewal based on performance and availability of funds.
- Salary starting at \$2,367,000 depending on the candidate's experience and skills.
- Start date: February 2025
- Salary and conditions in accordance with the terms of employment in Colombia.

Application process

All applicants must upload only one cover letter (1 page) and one resume updated (not exceeding 3 pages) no more support will be received by this means.

Closing date for applications: January 30, 2025 at 11:59 am Local Time.

Note: This vacancy is subject to donor funding.

Note 1: Applicants who apply for this call authorize DRC to validate the personal information provided in the resume. Your identification will be verified in public and private databases for the exclusive use of validating the information, in accordance with our anti-fraud, money laundering and terrorist financing policies.

Note 2: The applicant who freely and voluntarily wishes to take part in the selection process to fill the position of this call, must strictly adhere to the rules that apply to the subject (suitability of the degrees presented, execution of tests on a personal and individual basis and veracity of the information) adhering to the DRC manuals and anti-fraud policies, under penalty of declaring disqualified the applicant who incurs in any irregularity in the opinion of the organization, even by mere suspicion, and even in possible criminal conduct according to Colombian legislation.

Country
Colombia
City
Barbecues
Source
Danish Refugee Council
Type
Job
Career category
Logistics/Procurement
Years of experience

0-2 years

Theme

Water Sanitation Hygiene