



BASIC SERVICES MANAGER- JOB DESCRIPTION

INTRODUCTION

Habitat for Humanity Kenya (HFH Kenya) is a national non-profit organization that began its operations in 1982 as an affiliate of Habitat for Humanity International. The affiliation is guided by a National Affiliation Agreement (NAA) and a Memorandum of Understanding (MOU). HFH Kenya's vision is: "A nation where every family has a decent place to live." Mission: "Seeking to put God's love into action, Habitat for Humanity Kenya brings people together to build homes, communities and hope". Our overarching goal is: "Enabling low income families access decent and affordable shelter"

CONTRACT DURATION	2 YEARS
LOCATION	Nairobi
DIRECT SUPERVISEES	<ul style="list-style-type: none">• WASH Coordinator• Energy and Infrastructure Officer
RELATIONSHIP WITH OTHER DEPARTMENTS	Other Subject Matter Specialists, Programs Manager, Regional Leads

JOB PURPOSE

Reporting to the Programs Director, Basic Services Manager is responsible for leading the design, implementation and monitoring of interventions on WASH, waste management and energy related to household use in Kenya. The purpose of the position is to support the improvement of access to sustainable WASH, waste management and energy services and over all wellbeing of communities. In carrying out the work, this basic services professional interacts with other subject matter specialist at the national office, staff in the field offices and partner organizations

KEY RESPONSIBILITIES

- Line Manage the Basic Services Team and new and better ways to assist and managed all the phases of the Basic Services activities including but not limited to; beneficiary selection, project planning, field assistant, project implementation and evaluation.
- Lead the team in the development of the business on basic services (WASH, waste management and energy).
- Conduct technical assessments and data analysis of WASH services.
- Plan and organize capacity building programs for community water management, water quality surveillance and response planning, sanitation and hygiene promotion.
- Support the design and implementation of basic services (WASH, waste management and energy) infrastructure related activities within Kenya.
- Ensure efficiency and delivery om innovative WASH solutions to accelerate trend of access with analysis of potential and sector environment.
- Develop Bill of Quantities, and tender documents when necessary.
- Prepare and launch tender bidding procedure for contractor(s) when necessary.
- Supervise the engineering works related to WASH projects in the region.
- Inspect and certify all WASH, waste management and energy infrastructure before contractors are paid, when necessary.
- Provide technical expertise related to the planned WASH infrastructure works carried out by projects.
- Ensure that expenditures and budgets are well-monitored and activities are implemented and

completed within budget and on schedule.

- Ensure that all basic services infrastructure is within the acceptable sector and country standards.
- Ensure critical gaps in information, knowledge and understanding relating to water supply, water safety, water resource management and sanitation and hygiene promotion are recognized and addressed by stakeholders in the HFHK's programs.
- Draw a capacity building plan and build capacity of HFHK staff on basic services projects.
- Develop technical resources (e.g. strategic framework, standard operating procedures, manuals) to guide basic services Infrastructure interventions, drawing from international best practices, along with field specific observations.
- Develop clear infrastructure monitoring tools (e.g. checklists).
- Participate and represent HFFK in national cluster meetings related to basic services and work closely with all stakeholders
- Liaise and collaborate with relevant local authorities and other key stakeholders
- Coordinate closely his or her activities with Program Manager to ensure proper planning, organizing, facilitating and monitoring of projects at the field offices
- Support Monitoring, Evaluation, Accountability and Learning (MEAL) team to conduct project monitoring and evaluation of basic services projects.
- Support the resource development team in resource mobilization.
- Document and manage the resources generated from basic services projects monitoring and evaluation for improving future program quality.
- Ensure proper filing of documents; ensure that projects target beneficiaries most in need and explore and asses new and better ways to assist
- Support National offices to write basic services reports and submit to the donors.

KEY PERFORMANCE MEASURES / INDICATORS

- Enhanced funding and portfolio of projects for Basic Services
- Increased target reach of basic services
- Deepened engagement with external stakeholders groups
- High team capacity and performance on basic services
- Compliance and adherence to available SOP's and Guidelines
- Quality project and technical reports

QUALIFICATIONS

- Bachelor's degree in civil, Mechanical engineering or Geological Engineering. Master's Degree preferred. Candidates with a background in business administration with equivalent WASH experience in the field may also apply.
- Clear understanding of WASH-waste management-energy nexus.
- Strong project management background with the ability to implement projects within budget and time frame.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Ability to think strategically to place WASH beyond "business as usual"; resourceful and creative.
- A high level of diplomacy and networking skills; cross-cultural sensitivity.
- Excellent written and verbal communication skills.
- Good organizational skills including accuracy, consistency, and attention to detail.
- Ability to work under minimal or no supervision, while also able to be a team player and ready to work in a team building environment
- Adult training skills, as well as capacity building, facilitation and presentation skills.
- Report and grant writing skills.

EXPERIENCE

- Minimum 6 years' experience in basic services infrastructure projects (tender procedure, design, planning, implementation, budgeting, reporting, evaluation, and monitoring) and good understanding of current WASH sector trends and indicators.

- Clearly understand development and disaster WASH contexts and must have some years of experience working in both contexts.
- Experience working with multiple donors and understand donor requirements and how to meet them

OTHER INFORMATION

- Active support of HFHK Values:
 - Humility – We are part of something bigger than ourselves
 - Courage – We do what’s right, even when it is difficult or unpopular
 - Accountability – We take personal responsibility for Habitat’s mission
- Ability to work long and odd hours and occasionally, the position holder may be expected to work outside of regular working hours.
- Confidentiality
- Honesty
- High levels of integrity

Safeguarding: HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct

How to apply

If your background, experience and competence match the job specifications, please submit your CV & motivation letter as a single file to hr@hfhkenya.org by **Thursday 18 July 2024** with the position applied for in the subject line.

Due to the expected high volume of applications, note that only shortlisted candidates will be contacted.

Habitat for Humanity Kenya is an equal opportunity employer, and as such, HFHK makes employment decisions and provides equal employment opportunity without regard to an applicant’s race, religion, color, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, or disability.

The protection of your personal data is important to HFHK. By submitting your application, you consent to HFHK using your personal data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your personal data will be treated confidentially. HFHK will not use your personal data in any other way other than for purposes of recruitment.

Report fraud at heal.habitat.org