TERMS OF REFERENCE (ToR)

Position title: Project Assistant (WASH/Protection)
Number of Positions: 1
Location: Bama Borno State
Contract type: Full time
Duration: 6 months
Reporting to: Project Officer
Start Date: As soon as possible

1. Background

FRAD Foundation, in partnership with its Donor and the Borno State Ministry of Health and Primary Care Development Board (SPHCDB) is implementing a comprehensive life-saving Nutrition and Health services to provide treatment to SAM children with medical complication in MMC, Borno State. This aim to reduce severe acute malnutrition among children 6-59 months and promote IYCF optimal practices.

2. Job Overview / Summary

The Project Assistant (WASH/Protection) will support the implementation, monitoring and reporting of WASH and Protection activities in targeted communities. The role involves community mobilization, hygiene promotion, protection awareness, identification of vulnerabilities, referral of individuals in need of assistance, and regular field monitoring. The position will also work closely with community structures, local stakeholders and programme teams to ensure effective, inclusive and accountable delivery of WASH and Protection interventions.

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3. Major Responsibilities

- Conduct community visits and support the implementation of WASH and Protection activities.
- Facilitate hygiene promotion and protection awareness sessions.
- Identify vulnerable individuals and households requiring WASH and protection assistance.
- Conduct basic protection monitoring and identify protection concerns for appropriate referrals.
- Monitor the condition, safety and accessibility of WASH facilities.
- Engage community leaders, volunteers and other relevant stakeholders.
- Support distribution of hygiene kits and other essential materials.
- Collect beneficiary data, document activities and maintain accurate records.
- Follow up on referrals and report identified protection and WASH gaps.
- Prepare daily activity updates and contribute to weekly and monthly reports
- Support community engagement and mobilization/ coordination and stakeholders' engagement.

- Supervise and coordinate the activities of Hygiene Promoters within the community to reduce WASH-related risks and improve public health outcomes.
- Monitor and document WASH and Protection activities, ensuring accurate data collection and timely submission of reports to the respective Officers for analysis and decision-making.
- Participate in WASH/Protection coordination meetings and other relevant field-level engagements as required.
- Liaise with the MEAL team to support needs assessments, baseline surveys, and other program assessments.
- Serve as a key link between the organization and community leaders, identifying priority WASH needs and protection concerns within targeted communities.
- Ensure timely and effective implementation of project activities in line with weekly and monthly work plans.
- Prepare and submit weekly and monthly activity reports to the Project Officer
- Ensure community volunteers implement WASH and Protection activities in line with approved work plans and maintain accountability for results.
- Collaborate with the Project Officer in contributing to proposal development and program design where required.
- Perform any other duties as assigned by the supervisor.

4. Result Management

- Timely and effective implementation of assigned WASH and Protection activities.
- Improved community awareness of hygiene practices, protection risks and available services.
- Vulnerable individuals and households identified and referred to appropriate service providers.
- Regular field monitoring, accurate documentation and timely submission of activity reports.
- Improved community participation and access to safe, inclusive WASH and protection services.

5. Qualification

- Degree or Diploma in civil Engineering, Social Sciences, or relevant course
- At least 2 to 3 years of proven experience in WASH/Protection activity in which includes development of plan design and management, remote area field activities, writing reports, and hygiene promotion.
- Excellent knowledge of the Nigerian Humanitarian and development context
- Excellent reporting skills
- Excellent communication, diplomatic, and writing skills

6. Key Competencies

- Good understanding of WASH and community-based protection approaches.
- Practical experience in community mobilization, hygiene promotion and protection awareness.

- Experience in protection monitoring, identification of vulnerabilities and referral mechanisms.
- Good data collection, documentation and reporting skills.
- Ability to work independently in remote and challenging field environments.
- Strong interpersonal, communication and community engagement skills.
- Experience working with community volunteers, local leaders and humanitarian stakeholders.
- Basic computer skills (MS Word, Excel, mobile data collection tools)

7. How to Apply

- Interested and qualified candidates should submit:

A detailed CV and Cover letter explaining suitability for the role (maximum 2 pages)

Applications should be sent via FRAD Foundation Recruitment website (site here)

Note:

- Application will be reviewed on rolling basis
- FRAD reserves the right to accept or reject any application and to annual the selection process at any time prior to contract award, without thereby incurring any liability to the affected applicants.
- FRAD Foundation is committed to diversity equity and inclusion, women and person with disabilities are strongly encouraged to apply.
- Please also submit your application with the disclosure forms.