

Job Description

Title	Senior WASH Officer
Location	Idleb, Syria
Travel	Regular Field visits

Relief International (RI) is an international non-profit organization that partners with communities impacted by conflict, climate change and disaster to save lives, build greater resilience and promote long-term health and wellbeing.

Our team of more than 7,000 staff and local volunteers work in 15 countries across Africa, Asia, and the Middle East, providing Health and Nutrition, WASH (Water, Sanitation, and Hygiene), Education and Livelihoods programming that creates the foundation for community resilience.

We do this by working with local actors to develop safe and inclusive local programming that is evidence based, conflict sensitive, climate smart, and reaches those in need.

Relief International is an alliance of four organizations with one shared mission, comprised of Relief International, Inc., Relief International-France, Relief International-UK and Relief International-Europe, which operate under a one-team concept under a single senior leadership team.

1. Job Profile

Under the direct supervision of WASH Coordinator, the Senior WASH Officer shall provide technical assistance and support for program design, planning and implementation, management and evaluation of program/project activities, in support of achievement of program goals and objectives.

2. Key Responsibilities

- Collect, register and maintain information on project activities by reviewing reports and through first-hand sources
- Assist in the identification and formulation of proposals and projects and participates in the preparation of draft project documents
- Acting focal point for water station rehabilitations, including follow up and reporting of technical issues related to the construction and operation of water stations

- Plan and coordinate the implementation of Emergency Water Trucking (EWT), in conjunction with the water station rehabilitation
- Assist in defining RI WASH program approach with local stakeholders
- Regular monitoring of the WASH activities and WASH Monitors through contact with WASH Field supervisor
- Conduct Trainings for WASH programs, develop training schedule and content management
- Representing RI WASH at Cluster and Coordination meetings
- Perform and document regular monitoring of all projects sites; planned, ongoing and completed
- Enter data collected from monitoring activities accurately and according to schedule
- Carry out specific administrative operational/control tasks for project/program activities, arrange for the recording and administrative processing of payment requests and travel authorizations, coordinating travel and security clearances
- Provide technical assistance in preparing viable recommendations on project implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the fulfilment of RI WASH program objectives, and recommendations on program, new initiatives and management issues to ensure achievement of stated objectives
- Contribute to the preparation of status and progress reports by providing information, preparing tables and drafting selected sections of it. Prepares background material for use in discussions and briefing sessions
- Facilitate partnership and collaboration with internal and external counterparts, including those of RI and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information on program/project status and implementation and movement/distribution of supplies.
- Translate WASH documents when needed from English to Arabic and vice versa
- In coordination with program health coordinator and program health officer conduct site visit for assessment of rehabilitation and construction.
- In coordination with line manager and field program team assist to prepare BoQ for rehabilitation, construction and maintenance works for RI facilities.
- Conduct site visits to the locations, provide recommendations of the implementation of rehabilitation works, and ensuring the work progress and its conformity with BoQs.
- Provide technical assistance in engineering studies and requirements from the program team and RI facilities in coordination with line manager.
- Participating in interviews for indirect staff and participating in selection decisions.

Behavior and Conduct

- Ensure the highest standards of behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Be a model for ethical conduct standards for other team members
- Ensure own actions and the actions of the teams' members they manage do not impact the safety of the RI team and the vulnerable communities we serve.
- Ensure external stakeholders are aware of RI conduct and reporting mechanisms
- Report any concerns and ensure a well-functioning Incident Management Team at country level.

3. Person Specification

Skills, knowledge and expertise required for the role.

- Completion of secondary education, preferably supplemented by technical or university courses in a WASH or engineering-related field.
- Minimum 2 years of experience working in WASH sector with and in NGOs
- Previous experience in the NGO sector will be an asset.
- Excellent interpersonal and communication skills
- Fluency in English and Arabic is required; Turkish will be an asset
- Excellent time management skills and resourcefulness with strong attention to detail.
- Excellent analytical skills.
- Must be capable of working both individually and as part of a team.
- Ability to work effectively in a fast-paced, stressful environment.
- Must be flexible, willing to perform other duties and work irregular hours.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Relief International and to not jeopardize its humanitarian mission.

RI Values

Guided by the humanitarian principles of humanity, neutrality, impartiality, and independence, as well as "Do No Harm," Relief International Values:

- Integrity
- Adaptability
- Collaboration
- Inclusivity
- Sustainability

How To Apply

- To apply for this post through below link, click on the “Apply” button in the job advert page.
- You will be asked to upload a CV.

<https://ri.bamboohr.com/careers/355>

Closing Date

June 23, 2026

Please note that the position might be filled before the deadline

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references, and other pre-employment checks, which may include police and qualifications checks