

# JOB PROFILE



<b>JOB TITLE: Humanitarian Support Personnel - Public Health Engineer</b>	
<b>DIVISION / DEPARTMENT / LOCATION:</b> International/Humanitarian	<b>JOB FAMILY: Programme Technical</b>
<b>SALARY: £20730 – 26910 net per annum</b>	<b>LEVEL: Global level C1</b>
<p><b>OXFAM PURPOSE:</b> To work with others to find lasting solutions to poverty and suffering</p> <p><b>TEAM PURPOSE:</b> The Public Health engineer team provides advice and support to the Humanitarian Department, Regional Management Centres and country programmes to enable them to respond effectively and appropriately when implementing relief programmes.</p> <p><b>JOB PURPOSE:</b> To enable Oxfam to respond quickly to the Public Health Engineering requirements of an emergency. The work may involve, in an immediate emergency stage, the assessment of the situation and in later stages the implementation of public health measures required to alleviate the plight of the people affected by the emergency.</p>	
<p><b>REPORTING LINES:</b>  <b>Postholder reports to:</b> Senior Technical Advisor in Oxford. Whilst on deployment they will report to the designated Project Manager or Programme Co-ordinator  <b>Staff reporting to this post:</b> National engineering staff depending on deployment</p>	
<b>BUDGET RESPONSIBILITY:</b> Dependent on deployment	
<p><b>DIMENSIONS:</b></p> <ul style="list-style-type: none"> <li>• Management of staff in specialist disciplines or project management, including leading a small team in own specialism.</li> <li>• Objectives mainly relate to the quality of programme work in specialism for project or programme and the implementing team.</li> <li>• Diverse and complex problem-solving, requiring professional knowledge field experience and an understanding of development and humanitarian work.</li> <li>• Problem-solving and analysis often involves difficult decision-making with no precedent, although difficult decisions taken with manager.</li> <li>• Information sources are diverse, ranging from academic research to data collection in programme and non-programme areas and often requires a</li> </ul>	

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judgement on credibility and accuracy of the information.

- Work patterns are not routine and often high pressure.
- Makes complex technical information accessible and usable by non-specialist.
- Knowledge required includes broad understanding of and their relevance to own specialism.
- Decisions on programmes, especially if adviser involved in assessment, can be fundamental to whether a programme takes place, and its shape, size and quality.
- Decisions in research and development – are important for Oxfam's capacity for humanitarian response, and the profile of a particular aspect of policy work.
- Impact is on department/Region and division in relation to SCOs, with direct influence on programme quality.
- Impact on external policy and practice of other agencies and through advocacy and policy work on the international debate in relief and development.
- Short, medium and long term planning is required in the context of changing priorities.
- Contacts are with wide spectrum of clients, often external.

## **KEY RESPONSIBILITIES:**

The post holder will undertake a series of deployments for which specific Terms of Reference will be negotiated and agreed with relevant parties, prior to deployment and or revised in the early stages of the deployment. Often these deployments will be to support fast moving emergency situations, and/or complex and difficult operating environments, where Oxfam has had to rapidly scale-up its programme and capacity.

Deployments will normally include some or all of the following responsibilities

1. To carry out the selection, design and construction of water systems, using ground water or surface water, including abstraction, storage, treatment and distribution for new systems or rehabilitation of existing systems.
2. To select, design and implement the most appropriate form of sanitation system, in consultation with the beneficiaries, which includes excreta disposal, refuse disposal, vector control and drainage.
3. To liaise closely with the Public Health Promotion Team throughout the planning, design and implementation stages of the Public Health Engineering Programme. Hygiene promotion is a vital element of such public health engineering programmes
4. To assess emergency needs, as requested, especially taking in the broader perspective of Public Health.
5. The work will include management and administrative duties and co-ordination with other members of the project and with staff of other organisations
6. To report regularly, verbally and in writing to the Programme Manager or Public Health Engineering Team Leader and to represent Oxfam to other NGO's, agencies and Government authorities where requested.
7. To order equipment from Oxfam's Purchasing Department as required. Occasionally to organise local purchasing and to keep accounts.

# JOB PROFILE



8. To brief press, media, other agency staff and Oxfam supporters as agreed with the Country Representative, Humanitarian Department and Press Office.
9. To train and brief Oxfam staff on public health engineering issues.
10. To ensure that all programmes take gender issues fully into account. This includes the introduction of mechanisms to enable women to participate in decision making around public health engineering issues.
11. To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code, Oxfam International procedures and other regulatory codes (e.g. InterAction Field Co-operation Protocol).

## **SKILLS AND COMPETENCE:**

### **Essential**

- A suitable qualification in any discipline relating to Public Health Engineering is the necessary educational background. Experience could substitute for a formal qualification, but not vice versa.
- Most importantly, proven practical experience in developing countries in appropriate water supplies, sanitation and hygiene promotion. It is desirable that some of this should have been in emergency relief programmes. The post holder should have a good understanding of the public health needs of poor rural and urban communities and of appropriate ways of tackling them. The post holder must be aware of and sensitive to the particular needs of women in this context.
- The ability to present concise reports, sometimes at short notice, reflecting the problems and possible solutions for particular situations.
- Diplomacy, tact and administrative skills in order to work with people at managerial and, on occasions, senior government levels. The post holder should also be at ease in working with local people.
- Well developed interpersonal and team skills and proven ability to be flexible in demanding situations.
- A capacity and desire to pass on skills and information to colleagues overseas is essential.
- Good written and spoken English
- Willingness to travel at short notice, and often in difficult circumstances.
- Sympathy with the aims and objectives of Oxfam.
- Commitment to humanitarian principles and action.
- Commitment to Oxfam's equal opportunity and gender policies.

### **Desirable**

- Working knowledge of one or more of the following languages: Spanish, French Portuguese and Swahili.

# JOB PROFILE

**OTHER:**

This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder.

**Date of issue:      Nov 05**