



POSITION DESCRIPTION

POSITION TITLE	WASH Program Fellow
PROJECT OR DIVISION	iDE Cambodia Sanitation Marketing Scale-Up Program 3 (SMSU3)
REPORTS TO	WASH Innovation Manager
LOCATION	Based in Phnom Penh, Cambodia with frequent day trips and travel to provinces/rural areas.

PROGRAM BACKGROUND

iDE Cambodia's Sanitation Market Scale-Up (SMSU) was the first sanitation marketing program to reach scale in the developing world. The program has maintained its impact, and since 2009 has facilitated the sale of over 325,000 affordable latrines to those who had no sanitation before. SMSU works by building markets for sanitation. By focusing on the private sector and resolving barriers and constraints, businesses can serve customers with sanitation and hygiene products at the last mile. Using the Human Centered Design process, SMSU creates new products that address customer and business needs while remaining aspirational, affordable, and market viable. The program trains local, small businesses to manufacture, deliver, and install these products, while developing an efficient and reliable supply chain and business plan. To generate sanitation demand, SMSU recruits, trains, and manages sales agents to conduct door-to-door sales presentations, focusing their messaging around the households' unique problems and financial situations.

PURPOSE

The purpose of this fellowship is to provide an aspiring and determined development professional the opportunity to deeply engage, explore, and contribute to a large-scale WASH program. The WASH Program Fellow (PF) will have the primary role of supporting the in-country WASH Innovation Manager to produce communication and learning materials, including donor reporting and correspondence, public relations content, and other internal and external knowledge pieces. The PF will also have the opportunity to explore and contribute to other program areas as deemed relevant for the program and the personal and professional aspirations of the PF.

WORKING RELATIONSHIP

The PF will have a national scope of work and report directly to the WASH Innovation Manager. In the instance that the PF engages in work with other national level managers, supervisory oversight will be provided by that respective manager, with updates to be provided to the Innovation Manager. The PF will

manage the completion of various deliverables and projects her/himself, and will be expected to frequently work independently and manage multiple deadlines.

RESPONSIBILITIES

- Lead the coordination and writing process to produce reporting materials for program funders;
- Develop external communications material through visits to program implementation sites, interviews with stakeholders, and other means by which to collect insights, stories, and learnings;
- Collaborate and coordinate with team members to collect and present program performance information;
- Support the development and maintenance of the program's internal knowledge management systems and processes;
- Liaise with iDE Global Marketing and Communications team as necessary to ensure iDE brand consistency and use of best practice for material production and publication;
- Take on any additional responsibilities as required by Innovation Manager and/or deemed relevant and appropriate for the personal and professional development of the PF;

REQUIRED QUALIFICATIONS and SKILLS

- Undergraduate or Master's degree in International Development, International Relations/Studies, Communications, or a similar area of study;
- Excellent verbal and written English communication skills (fluency in English required);
- Ability to write in different styles for a variety of audiences and edit work for typos and grammar;
- Experience in effectively communicating key data, including presentations;
- Ability to convert data into clear, compelling visuals;
- Superb planning and project management skills;
- Proficient with all MS Office programs (Word, Powerpoint, Excel);
- Basic understanding of Google Apps (Google Docs, Google Slides, Google Sites, Google Sheets, Google Drive, Google Calendar);
- Experience working, living, or traveling in developing countries;

DESIRED QUALIFICATIONS and SKILLS

- Willingness and ability to proactively investigate stories and conduct interviews with staff and/or clients;
- Experience conducting and analyzing qualitative research;
- Capable of capturing important and interesting information from qualitative and quantitative data;
- Ability to craft and tell a compelling story;
- Skill in photography and photograph editing;
- Experience operating and improving internal knowledge management systems and processes;
- Familiarity with Adobe Creative Suite software including Photoshop, Illustrator, and InDesign;
- Previous experience producing donor correspondence materials for funders including USAID;

PERSONAL and PROFESSIONAL ATTRIBUTES

- Ability to flexibly operate as a member of a fast-paced, multi-functional, and multi-cultural team in a cross-cultural environment;
- Detail-oriented and able to work independently under minimum supervision;
- High regard for time management and able to work under strict deadlines;
- Possess strong interpersonal and communication skills;
- Collaborative and thrives in a team environment where ideas build on one another;
- Excited by and open to new ideas and ways of doing things;
- Creative and demonstrated ability to think critically;
- Willingness and ability to learn from constructive criticism and edits to their work;
- High preparedness and ability to be adaptable;
- Demonstrates honesty, integrity, and strong work ethic;
- A high level of commitment to iDE's values and objectives;
- A highly responsible, reflective, and respectful approach to all tasks;
- Ambition and willingness to take on additional areas of responsibility relevant to the role and the success of the program;

DURATION and COMPENSATION

The PF position has a contract duration of one year, with opportunity for extension pending excellence in performance of duties and availability of program funding.

iDE will provide the selected Fellow with a monthly stipend and compensation for round-trip travel to Cambodia.

HOW to APPLY

Please send your CV, cover letter, and three writing samples that demonstrate a range of writing styles to iDE Cambodia at cambodia@ideglobal.org and cc: tkozole@ideglobal.org. We will accept application materials through January 17, 2020.