

POSITION DESCRIPTION

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

PROGRAM BACKGROUND

iDE Cambodia's Water, Sanitation, and Hygiene (WASH) program 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 410,000 affordable latrines to those who had no sanitation before. We don't provide toilets; we build markets for sanitation. By focusing on the private sector and resolving supply and demand barriers, we help businesses reach customers with sanitation and hygiene products in rural, hard-to-reach, climate-vulnerable areas. Using the Human Centered Design process, we create new products that address customer and business needs while remaining aspirational, affordable, and market viable. We train local, small businesses to manufacture, deliver, and install these products, while developing efficient and reliable supply chains and business models. To generate sanitation demand, we recruit, train, and manage sales agents to conduct door-to-door sales presentations, focusing messaging positively on solving households' unique problems and living happier, healthier lives.

Our program has adapted and transformed over the years to match with the ever-changing needs of our clients and partners. The current iteration of our sanitation program has a heavy focus on 1) improving sanitation coverage and achieving open defecation free status for households living in challenging and climate vulnerable areas, and 2) improving rural access to safely managed sanitation through both on-site and off-site fecal sludge management solutions. Additionally, our Cambodia WASH team is embarking on a new journey: applying our sanitation market expertise to the field of solid waste management as we expand waste collection and recycling services into underserved rural areas.

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 Program 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 and activities according to program needs and the personal and professional aspirations of the PF.

WORKING RELATIONSHIP

The PF will have a country-wide scope of work and report directly to the WASH Program 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 WASH Program Manager. The PF will manage the completion of various deliverables and manage deadlines from multiple teams and be required to work proactively and independently.

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 Cambodia Communication and Knowledge Management Specialist and iDE Global 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 WASH Program 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/Policy/Studies, WASH, 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 and ability to produce and deliver compelling presentations;

- Willingness and ability to proactively investigate stories and conduct interviews with staff and/or clients;
- Ability to craft and tell a compelling story;
- Capable of capturing important and interesting information from qualitative and quantitative data;
- Experience conducting and analyzing research;
- Ability to convert data into clear, compelling visuals and lessons learnt;
- Superb planning and project management skills;
- Proficient with all MS Office programs (Word, Powerpoint, Excel) and 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

- Knowledge and experience with market-based international development, WASH, fecal sludge management, menstrual hygiene management, climate change, and/or solid waste management;
- Experience producing donor correspondence materials for funders;
- Skill in photography and photograph editing;
- Experience operating and improving internal knowledge management systems and processes;
- Familiarity with graphic design software including Photoshop, Illustrator, and InDesign.

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 minimal 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;
- Curious and motivated by learning
- 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, a living and housing stipend, and a compensation for round-trip travel to Cambodia (if applicable).

DIVERSITY

iDE takes pride in our talented and diverse workforce. Minorities, women, and individuals with disabilities are strongly encouraged to apply. Hiring, promotion, and compensation of employees are conducted without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

HOW to APPLY

Please send your CV, cover letter, and three writing samples that demonstrate a range of writing styles to iDE Cambodia at cam-recruitment@ideglobal.org and cc: rasattar@ideglobal.org. We will accept application materials through March 8, 2024.