

## **Example Job Descriptions**

### **(Adapted from Hygiene Promotion: A Practical Manual for Relief and Development)**

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#### **1.- Job description for volunteers**

The role of the volunteer is to work directly with community groups or representatives to help them identify and seek solutions to problems and to take action to improve health.

##### **Essential qualities**

- Confident communicator
- Able to speak the local language
- Available for full-time work
- Willing to work in a collaborative way with the community
- Has the trust of can easily build the trust of the community

##### **Desirable qualities**

- Literacy and numeracy are less important than attitude and ability to communicate effectively with a range of different people
- Good listening skills
- Reasonable understanding of health and hygiene issues

##### **Tasks**

- Enable the community to find solutions to water- and sanitation-related problems
- Liaise with community leaders and other sectors and agencies working locally in order to promote the project
- Take part in the monitoring and evaluation of the hygiene promotion project and ensure that feedback is given to the community
- Plan and implement other communication strategies when appropriate, e.g. the use of drama and campaigns
- Assist with the planning and implementation of training for other community members, e.g. water committees, volunteers/animators
- Assist volunteers/animators in their work
- Supervise the activities of water-point attendants and latrine attendants
- Develop and use appropriate education materials as required
- Provide the project with regular work reports
- Other duties as requested

## **2.- Job description for children's facilitators<sup>1</sup>**

The role of the children's facilitator is to work directly with children and teachers to help them identify and seek solutions to problems and to take action to improve health.

### **Essential qualities**

- Able to communicate easily with children
- Must be acceptable to the community

### **Desirable qualities**

- Lively and imaginative personality
- Reasonable understanding of health and hygiene issues
- Reasonable understanding of child development

### **Tasks**

- Identify groups of children in the community to work with
- Implement interactive education activities with them
- Help the children to evaluate their activities
- Provide regular oral reports on their work to the project.

## **3.- Job description for supervisors**

The role of the hygiene promotion supervisor is to train, support and manage the community and children's facilitators in their work, by assisting them to identify and seek solutions to problems and to provide feedback on how they are performing. The supervisor also plays an important role in assessment, planning, monitoring the project and co-ordinating with other organizations and other sectors, and reporting progress to the line manager.

### **Essential qualities**

- Commitment to capacity-building and enhancing problem-solving skills in staff and communities
- Confident communicator, able to command respect from a wide range of people
- Available for full-time work
- Reasonable planning, negotiation and leadership skills; consultative management style
- Literate and numerate; able to analyse information, prepare plans and reports

### **Desirable qualities**

- Practical experience of hygiene promotion with communities
- Previous experience of staff recruitment, support, supervision and training
- Reasonable understanding of health and hygiene issues

### **Tasks**

- Responsible for the recruitment, supervision, support and training of six to eight community and children's facilitators and hygiene education campaign workers
- Undertake staff appraisals, observe staff at work with the community and provide feedback on a regular basis

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<sup>1</sup> In some countries there may be strict guidelines in place that require that people who work with children are vetted before they can be employed

- Liaise with community leaders and other sectors and agencies working locally in order to promote the project. Represent and promote the hygiene promotion project at co-ordination meetings
- Plan and organize needs assessment, implementation activities and monitoring and evaluation of the project; ensure that stakeholders are kept informed of progress
- Select and organize distribution of appropriate hygiene promotion materials
- Prepare and distribute monthly reports to line manager
- Other duties as requested

#### **4.- Job description for latrine attendants**

The role of the communal latrine attendant is to maintain the communal latrines in a clean and sanitary condition and to promote the use of latrines. (People won't use dirty, smelly latrines). Latrine attendants should also encourage hand washing with soap or ash following use of latrines.

##### **Essential qualities**

- Must be able to command respect from, and be able to communicate effectively with, most community members and speak the local language
- Must be prepared to undertake cleaning activities in and around the latrine as necessary
- Must maintain a high level of personal hygiene and cleanliness

##### **Desirable qualities**

- Preferably a male latrine attendant for latrines assigned to males and a female latrine attendant for latrines assigned to females

##### **Tasks**

- To ensure that public latrines are kept clean following use (cleaning must be done frequently during the day)
- To encourage people to use the facilities provided to wash their hands following use of the latrine
- To ensure that water and soap are available at the facility
- To provide information to latrine users on the importance of disposing of all excreta in the camp in the latrine (including that of young children and babies), and on the necessity to dig family latrines
- To maintain a simple monitoring form on the condition and use of the latrines

#### **5.- Job description for water-point attendants**

The role of the water-point attendant is to ensure that water-points are kept clean and are used at all times. Attendants can also promote the optimal use of facilities e.g. appropriate treatment of drinking water when there is an outbreak of diarrhoea

##### **Essential qualities**

- Must be able to command respect from, and be able to communicate effectively with, most community members and speak the local language
- Must be prepared to undertake cleaning activities around the water-point and other activities as necessary
- Must maintain a high level of personal hygiene and cleanliness

**Desirable qualities**

- Should live nearby to the water source
- Equal numbers of men and women should be employed

**Tasks**

- To ensure that water-points are kept clean and free from contamination
- To prevent people from washing in, or too close to, the water source
- To prevent children and adults from defecating near the water-point
- To provide information to people on the problems associated with water and sanitation
- To provide information on appropriate methods of water treatment (if necessary)

**6.- Job description for campaign workers**

The role of the campaign worker is to spread specific hygiene messages quickly around the target community. Their role includes explaining the selected hygiene messages to groups of people in public places and to families in their homes.

**Essential qualities**

- Must be able to command respect from the target community
- Must be able to communicate effectively with most community members and speak the local language

**Desirable qualities**

- Energetic and resourceful
- Reasonable understanding of health and hygiene issues

**Tasks**

- To provide information to the population on ways of preventing the most significant water- and sanitation-related diseases
- To be deployed as necessary in a public place, e.g. registration point, market, distribution areas
- To visit families at home to discuss the importance of using and constructing latrines, disposing of children's faeces, hand washing, and any other issues as determined by the project manager
- To provide feedback from information sessions through regular meetings with other team members and the project managers