

Appendix 4

Job Description and Responsibilities

Water & Sanitation Engineer,(or Public Health Specialist and/or Sanitation Engineer):

Education & Qualification required: Previous experiences, degree in Science, or public health engineering, with strong understanding in project management. He/she is responsible for the overall water and sanitation projects including environmental health management, water supply and water quality, Health promotion, chemical control. These also include project appraisal, design and implementation. He/she should at least have access to pertinent literature in regard to vector control involving chemical measures.

Supervisor, assistant to the water and sanitation engineer:

Education & Qualification required: Previous experiences, degree in Science, or public health engineering, or equivalent. He/she supervises the Vector Control Programme and assists the engineer. In this specific task he/she is the Control Manager for the vector control programme.

1. Reports to the engineer
2. Executes all tasks relating to project management
3. Organises weekly meetings with the Base Officer and the Section Leader(s)
4. Organises meetings with the camp representatives to inform the population of what chemical control involves and how it relates to them
5. Analyses and comments on weekly reports from the Section leader(s)
6. Writes the monthly reports including spreadsheets
7. Organises field visits every two weeks
8. Organises meetings with all the personnel at least once a month
9. With the engineer participates in the training programme
10. Responsible for all aspects of logistics for the control programme including chemicals, personnel, hygiene facilities, equipment, vehicles, etc.
11. Looks for new recruitment
12. Ensures the efficiency of the chemicals being used, and determines treatment frequencies
13. Assesses, designs, implements, monitors, and evaluates the control programme
14. Ensures the correct use of safety procedures
15. Controls the work at each level of the programme
16. Inspects the storage and equipment
17. Gives the salary to the workers
18. Must be able to use the Auto-injector of atropine in solution only if medical services are not available
19. May write new proposals

EMERGENCY VECTOR CONTROL

Section Leader(s):

Education & Qualification required: Previous experiences, degree in Science, or public health engineering, or equivalent.

The Section Leader(s) is responsible for one or several Group Leaders. He/she is responsible for implementing the control programme according to the policy and the plan fixed by the supervisor and the engineer.

1. Reports to the Supervisor
2. Participates in the weekly meeting with the supervisor and Base Officer
3. Prepares the work plans for the following week
4. Collaborates with the Base Officer for the quantity of insecticide solution needed, spare parts needed for the maintenance of sprayers, and also for all aspects of individual and protective clothing needed for the personnel
5. Ensures rotation of staff and supervises the staff
6. Co-ordinates the transport of the chemicals and the personnel
7. Supplies insecticide
8. Participates in the meeting with the camp representatives to inform the population of what chemical control involves and how it relates to them
9. Ensures good relations with the public in the field, especially where spraying occurs
10. Writes weekly reports and fills weekly forms
11. Organises short meetings with group leaders and workers
12. With the engineer, participates in training programmes
13. Responsible for reporting any incident and/or accident involving chemicals, he/she must write the accident report
14. Ensures the efficiency of the work
15. Ensures the correct use of safety procedures
16. May be required to help the supervisor in giving the salary to the workers
17. Must be able to use the Auto-injector of atropine in solution only if medical services are not available

Group Leader(s):

Education & Qualification required: Previous experience, degree in Science, or public health engineering, or a strong education. He/she is responsible for at least 5 teams including one sprayer and one sprayer's assistant.

1. Reports to his Section Leader
2. Supervises the sprayers
3. Implements the work plans
4. Controls the quality of the spraying, looks at the quality of the solution being used
5. Asks the Section leader for more insecticide
6. Ensures good relations with the public in the field especially where spraying occurs
7. Fills daily forms
8. Organises short meetings with the sprayers and the assistants
9. Responsible for reporting any incident and/or accident involving chemical
10. Ensures the correct use of safety procedures
11. Checks that the equipment is well maintained and clean after work
12. Reports any problems encountered

APPENDICES

Spray man:

Education & Qualification required: Previous experience not necessary, good basic education. He/she is responsible for applying the pesticide in a safe and efficient way. He/she is always with a person to assist him/her.

1. Reports to the Group Leader
2. Applies the insecticide
3. Notes the number of shelters treated daily
4. Notes the quantity of insecticide used daily
5. Responsible for maintaining his/her spraying machine(s)
6. Reports any problems encountered

Spray man assistant:

Education & Qualification required: Previous experience not necessary, good basic education.

1. He/she is responsible for assisting the sprayer
2. Carries the insecticide solution
3. Ensures the transfer of the insecticide to the spray machine
4. May help the sprayer to clean the surface to be treated
5. Must cover the food, drink and other goods of the shelter to be treated
6. Keeps people, and especially children, away from the danger of exposure to spray
7. Reports any problems encountered

May carry an extinguisher when thermal fogging machine is involved

Base Officer:

Education & Qualification required: Previous experience in management storage, good knowledge in logistical support, strong education.

The Base Officer manages the installation required for the vector control personnel. He/she is responsible for the storage of the equipment, chemicals, and responsible for the permanent workers belonging to the base.

1. Reports to the Supervisor
2. Collaborates with the Section Leaders who request their needs for insecticide solutions and other goods related to the spraying programme
3. Responsible for the stores and the storage. He/she must inform the supervisor about the quantities of pesticide remaining and any equipment required.
4. Ensures the rotation of the watchmen
5. Is responsible for the cleaners, the mixers, and the maintenance team (for the base)
6. Ensures that all hygiene facilities are clean and equipped with soap
7. Ensures that detergent is available for cleaning the dungarees and others
8. Commands the storekeeper to give necessary items ordered
9. Ensures the correct use of safety procedures
10. Gives the salary to his/her personnel
11. Reports any problems encountered

EMERGENCY VECTOR CONTROL

Mixer:

Education & Qualification required: Previous experience will an advantage, good basic education. They work under supervision of the Base Officer as they are permanently in the base. They are in charge of preparing the insecticide solution for the spraying programme.

The Base Officer communicates the amount of insecticide solution needed for the team sprayer. This is worked out according to the formulation of the insecticide, and the type of spraying.

1. Reports to the Base Officer
2. Mixes the chemical with appropriate liquid to prepare the insecticide solution
3. Prepares the insecticide solution in large quantities to be used during the day of work
4. Notes the amount of chemical used daily
5. Notes the total amount of insecticide solution prepared daily
6. Notes the amount of insecticide solution given daily to the sprayman
7. Reports any problems encountered
8. Cleans empty containers before burying them

Cleaner:

Education & Qualification required: Basic education.

Cleaners belong to the base personnel. They are responsible of collecting and cleaning the clothes used by the sprayers after work. These are skilled personnel who clean protective clothing in the correct manner to remove any contamination.

1. Reports to the Base Officer
2. Must use soap and detergent for cleaning
3. Reports any problems encountered