



UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

I. Post Information

Job Title: **WASH Officer**
 Supervisor Title/ Level: **WASH Officer Level 2**
 Organizational Unit: **Programme**
 Post Location: **Country Office**

Job Level: **Level 1**
 Job Profile No.:
 CCOG Code: **1B06e**
 Functional Code: **WSH**
 Job Classification Level: **Level 1**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the Organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give more children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context: The WASH Officer level 1 GJP is to be used in a Lebanon Country Office (LCO) where WASH is a substantial component of the Country Programme. The WASH Officer reports to the WASH Officer NOB with responsibility for the Stabilization WASH Programme.

Purpose of the job: Under the direction of the WASH Officer (NOB), in close coordination with other members of the WASH Team and other sections as appropriate, the WASH Officer is responsible for the support of the full management of the direct implementation programmes with the water establishments and the Labour-intensive projects, including the development, planning, implementation, visibility, monitoring, reporting and evaluation of the programme in activities and results related to safeguard and improve public health of the affected population by ensuring access to safe drinking water, including appropriate use of funding; ensuring overall efficiency, effectiveness and delivery of results in accordance with UNICEF's Core Commitment for Children in Emergencies (CCCs) and national and international humanitarian standards.

The WASH Officer provides professional technical, operational and administrative assistance throughout the WASH programming process, through the application of theoretical and practical technical skills in researching, collecting, analyzing and presenting programme information to support the development, implementation and monitoring of the WASH output results of the Country Programme.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Programme development and planning**
2. **Programme management, monitoring and delivery of results**
3. **Technical and operational support for programme implementation**
4. **Humanitarian WASH preparedness and response**
5. **Networking and partnership building**
6. **Innovation, knowledge management and capacity building**

1. Programme development and planning

- Support the overall analysis of the needs and priorities and the definition of the modalities and standards to ensure the delivery of safe drinking water and safe sanitation to the affected population, in accordance with national and international humanitarian standards.
- Responsible for/support the definition of UNICEF's response in the WASH sector related to ensuring appropriate access to safe drinking water, safe sanitation to affected population (strategies, outcomes, target population) as per agreed standards. In coordination with other UNICEF's relevant sections and divisions, contractors, consultants and implementing partners, develop plans and capacities to reach the target population.
- As per the sectoral definition of priorities, assess and select the most suitable solutions (most cost-effective/effective) and develop interventions for providing access to WASH services for the affected population.
- Draft updates for WASH in the situation analysis, quarterly and donors reports, to inform the development of WASH-related outcomes and output results.
- Research and report on trends in WASH, for use in programme development, management, monitoring, and evaluation.
- Prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevance of information.
- Contribute to the development/establishment of WASH-related outcome and output results, as well as related strategies, through analysis of WASH sector needs and priorities.
- Provide technical and administrative support throughout all stages of programming processes by executing/administering a variety of technical programme transactions, preparing materials/documentations, complying with organizational processes and management systems, to support progress towards the WASH-related outcome and/or output results in the country programme.
- Prepare required documentations/materials to facilitate review and approval processes.

2. Programme management, monitoring and delivery of results

- Collaborate/support to improve the design and effective implementation of a monitoring plan to follow up the implementation of UNICEF's response/direct implementation stabilization programmes with special attention to special needs of women, children and people with disabilities and other cross-cutting areas.
- Contribute to WASH reporting in accordance with UNICEF's Humanitarian Performance Monitoring criteria.
- Work collaboratively with colleagues and partners to collect/analyze/ share information on implementation issues, suggest solutions on routine programme implementation and alert managers for higher-level interventions and/or decisions. Keep a record of reports and assessments for easy reference and/or to capture and institutionalize lessons

learned.

- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts and prepare minutes/reports on results for follow up action by higher management and other stakeholders.
- Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verify compliance with approved allocations, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on issues identified to enable timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare inputs for programme and donor reporting.

3. Technical and operational support for programme implementation

- Within UNICEF, collaborate with:
 - Programmes and Emergency Sections to ensure integration of UNICEF's response to the emergency, exploring opportunities for WASH to support and enhance the programmatic response in other sectors.
 - Operations and Supply Sections, as well as with government authorities and other implementing partners, to establish and maintain sound internal controls, to coordinate financial and supply management requirements and ensure accountability.
 - Communications and Programme Communication sections to ensure the development of effective communication materials and strategies for advocacy, social mobilization and stabilization programme implementation for the WASH sectoral response.
- Undertake field visits and surveys, collect and share reports with partners/stakeholders. Report critical issues, bottlenecks and potential problems to supervisor, for timely action.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices in WASH, to support programme implementation.
- Draft requisitions for supplies, services, long-term agreements to ensure delivery in case of an emergency.
- Take up national and field support roles in emergency response and early recovery, as and when the need arises.

4. Humanitarian WASH preparedness and response

- Draft inputs for the preparation of WASH emergency preparedness, including the drafting of required supplies and services, long-term agreements, partnership agreements, and coordination mechanisms.
- Study and fully understand UNICEF's procedures for responding in an emergency.
- Take up support roles in emergency response and early recovery, as and when the need arises.

5. Networking and partnership building

- Build and sustain close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve WASH output results.
- Draft communication and information materials for WASH programme advocacy to

promote awareness, establish partnership/alliances and support fund raising for WASH.

- Participate in inter-agency meetings/events on WASH programming to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of WASH programmes/projects and to integrate and harmonize UNICEF output results and implementation strategies with UNDAF development and planning processes.
- Research information on potential donors and prepare resource mobilization materials and briefs for fundraising and partnership development purposes.

6. Innovation, knowledge management and capacity building

- Assist in the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems).
- Assist in the preparation of learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development.
- Assist in creating and delivering learning opportunities for UNICEF WASH staff, to ensure our sector capacity remains up-to-date with latest developments.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

IV.1 Child Safeguarding Risks

Child safeguarding involves proactive measures to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work, UNICEF personnel or UNICEF associates. The risks may include those associated with: physical violence (including corporal punishment); sexual violence, exploitation or abuse; emotional and verbal abuse; economic exploitation; failure to provide for physical or psychological safety; neglect of physical, emotional or psychological needs; harmful cultural practices; and privacy violations.

Certain UNICEF positions present elevated child safeguarding risks ("elevated risk roles") and candidates and/or incumbents may be subject to more rigorous vetting and training. Roles may be elevated risk roles because of significant unsupervised direct contact with children, their data, having a role in responding to safeguarding incidents, or being otherwise assessed as presenting an elevated risk. This position has been identified as not being an elevated risk role, and/or an assessed risk role.

Note: To appropriately categorize this position, please refer to the [Guidance on Identifying & Assessing Elevated Risk Roles](#) for this job profile and remove non-applicable description in the highlighted area above.

V. Impact of Results

The support provided by the level 1 WASH officer will enable the Country Office to achieve the WASH-related output results of the country programme. This, in turn, will contribute to the achievement of the outcome results of the Country Programme Document. When done effectively, the achievement of the outcome results will improve child survival, growth and development and reduce inequalities in the country.

VI. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles.

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Functional Competencies

- Analyzing (2)
- Applying technical expertise (2)
- Learning and researching (2)
- Planning and organizing (2)

VII. Recruitment Qualifications

Education:

An advanced university degree in one of the following fields is required: Civil/water Engineering, Mechanical Engineering, Hydrogeology, or Sanitation Engineering, Environmental Public Health or other related fields. Or Bachelor's degree with two years of experience in same above fields.

While advanced university degrees for WASH positions are strongly preferable, offices are able to request a university degree at this level if they find difficulty in attracting a sufficient number of candidates

Additional relevant post-graduate courses that complement/supplement the main degree are a strong asset.

Experience:	<p>DEVELOPMENTAL: a minimum of two years of professional experience in WASH-related programmes for developing countries is required.</p> <p>HUMANITARIAN: a minimum of two years of professional work experience in emergency WASH-related programmes is required.</p>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset

VIII. Technical requirements

<ol style="list-style-type: none"> 1. Water supply for low- and middle-income countries – including, procurement processes, water safety, sustainability 2. Sanitation for low- and middle-income countries, including procurement processes, sustainability 3. National government WASH policies, plans and strategies 4. Analysis of national budgets and expenditure for basic WASH, and related advocacy 	Basic knowledge of the four components
<ol style="list-style-type: none"> 1. Humanitarian WASH - preparedness 2. Humanitarian WASH - response and recovery 	Basic knowledge of both
<ol style="list-style-type: none"> 1. Programme/project management 2. Capacity development 3. Knowledge management 4. Monitoring and evaluation 	Basic knowledge of three of the four components
<ol style="list-style-type: none"> 1. Human rights and WASH 2. Gender equality and WASH 	Basic knowledge