

**UNICEF BURUNDI**  
**TERMS OF REFERENCE**  
**WASH Officer NOB - Bujumbura - Temporary Appointment**

Job Title:	WASH Officer NOB
Supervisor Title:	WASH Specialist P3
Organizational Unit:	Programme
Duration:	364 days
Post Location:	Bujumbura, Burundi Country Office

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**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 programs, 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 all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. Therefore, 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 :**

This WASH Officer level 2 job description is to be used in a Country Office (CO) where WASH is a substantial component of the Country Programme Document. The WASH Officer reports to the WASH Specialist at Level 3.

**PURPOSE OF THE JOB:**

The WASH Officer NOB reports to the WASH Specialist at level P3 for supervision. The WASH Officer NOB provides technical, operational and administrative assistance throughout the WASH programming process. The Officer prepares, manages, and implements a variety of technical and administrative tasks related to the development, implementation, monitoring, and evaluation of the WASH in emergency output results of the country programme. He will co-lead the emergency WASH Sectorial Group.

**KEY FUNCTION, ACCOUNTABILITIES AND RELATED DUTIES/TASKS**

**1. Programme development and planning**

- Draft updates for WASH situation analysis, to inform the development of WASH-related outcome 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 documentation/materials to facilitate review and approval processes.

## **2. Programme management, monitoring and delivery of results**

- Work collaboratively with colleagues and partners to collect/analyze/ share information on implementation issues, provide solutions on routine programme implementation and alert appropriate officials and stakeholders for higher-level interventions and/or decisions. Keep records 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 reports on results for required action/interventions at the higher level of programme management.
- 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.
- Prepare sectoral progress reports for management, donors and partners.
- Ability to support climate-resilient WASH and having experience in climate adaptation and mitigation.

## **3. Technical and operational support for programme implementation**

- Undertake field visits and surveys, collect and share reports with partners/stakeholders. Report critical issues, bottlenecks and potential problems to the 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.
- Having technical knowledge in the design, implementation and management of WASH infrastructure (including water supply, faecal dislodging management and latrines and showers) and community engagement and hygiene promotion.

## **4 Humanitarian WASH preparedness and response**

- Draft requisitions for supplies, services, long-term agreements and partnership agreements to ensure UNICEF is prepared to deliver on its commitments for WASH in case of an emergency.
- Study and fully understand UNICEF's procedures for responding in an emergency.
- Take up support roles in an 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 the capacity of stakeholders to achieve WASH output results.
- Draft communication and information materials for WASH programme advocacy to promote awareness, establish partnerships/alliances and support fund-raising for WASH.
- Participate in inter-agency meetings on UNSCDF planning, to integrate and harmonize UNICEF output results and implementation strategies with UNSCDF development and planning processes.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising 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 the latest developments.

- Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders

## IMPACT OF KEY END RESULTS

The support provided by the 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. The support will also cover supporting WASH in emergency responses related to natural disasters (flood, drought and landslide), public health emergencies (Cholera, Mpox, Marburg, EVD), and refugees, including internally displaced people and co-lead the emergency WASH Sectorial Group.

## QUALIFICATIONS and COMPETENCIES

### 1. Education

A university degree (bachelor's) in one of the following fields is required in civil engineering, water and sanitation engineering, hydraulic engineering, public health or another relevant technical field. Additional relevant post-graduate courses that complement/supplement the main degree are a strong asset.

### 2. Work Experience

A minimum of two years of professional work experience in WASH-related programmes for developing countries, solid expertise in water and sanitation infrastructures development and monitoring is required. Experience in humanitarian WASH programme implementation is required. Experience in hygiene promotion and behavior change communication is desirable

### Language Proficiency

Fluency in French and working knowledge of English are required. Knowledge of another official UN language or local language of the duty station is considered as an asset

### 4. Competency Profile

#### i) Core Values (Required)

- Commitment
- Diversity and Inclusion
- Integrity
- Trust
- Accountability
- Sustainability

#### ii) Core Competencies (Required)

- Builds and maintains partnerships (I)
- Demonstrates self-awareness and ethical awareness (I)
- Drive to achieve results for impact (I)
- Innovates and embraces change (I)

- Manages ambiguity and complexity (I)
- Thinks and acts strategically (I)
- Works collaboratively with others (I)

### iii) Technical Knowledge

#### a) Specific Technical Knowledge Required

- Planning, tendering and contracting WASH of WASH-related infrastructure development and evaluation
- WASH Infrastructure construction contract management and monitoring
- Civil engineering work monitoring and evaluation
- Rural water supply for low and middle-income countries, including sustainability
- Rural sanitation for low- and middle-income countries, incl sustainability; applying CATS principles
- WASH needs assessment
- Handwashing with soap
- WASH-in-Schools and Health Care Facilities
- Menstrual hygiene management
- National government WASH policies, plans and strategies
- Analysis of national budgets and expenditure for basic WASH, and related advocacy
- Humanitarian WASH – preparedness, response, and recovery

#### b) Common Technical Knowledge Required

- Programme/project management
- Capacity development
- Knowledge management
- Monitoring and evaluation
- Human rights and WASH
- Gender equality and WASH
- Humanitarian WASH – coordination of the response
- Prevention of Sexual Exploitation and Abuse

