

## GENERIC JOB PROFILE

### I. Post Information

Job Title: **WASH Specialist (WASH-CEE) # 64983**  
 Supervisor Title/ Level: **Chief Field Office, P-5, 20365**  
 Organizational Unit: **WASH & CEE Programme**  
 Post Location: **Peshawar, Pakistan**

Job Level: **NOC**  
 Job Profile No.:  
 CCOG Code: **1B06e**  
 Functional Code: **WSH**  
 Job Classification Level: **Level 3**

### 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 Specialist NOC GJP is to be used in Peshawar Filed Office where the WASH Programme is a **major** component of the Country Programme (or CCPD). The WASH Specialist reports to the Chief Field Office who is at P-5 level. In the 2025 PBR, the WASH Section became the WASH & CEE Section.

**Purpose of the job:** The WASH Specialist (WASH-CEE) reports to the Chief Field Office for guidance and general supervision. The Specialist supports the development, preparation, management, implementation, monitoring and evaluation of the WASH & CEE programmes within the country programme. The Specialist provides technical guidance and management support throughout the programming processes, to facilitate the administration and achievement of the WASH & CEE related output results in the country programme.

### III. Key functions, 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

- Draft the WASH & CEE inputs for the situation analysis. Provide timely, comprehensive and current data to inform WASH & CEE policy and programme development, planning, management and implementation. Keep abreast of WASH & CEE sector development trends, for maximum efficiency and effectiveness in programme design, management and implementation.
- Participate in strategic WASH & CEE programme planning discussions. Prepare WASH & CEE donor proposals, ensuring alignment with UNICEF's Strategic Plan, UNICEF's global WASH strategy, the Sustainability and Climate Change Action Plan and the Country programme, as well as government plans and priorities, and the role of other external support agencies.
- Assist in the formulation of the WASH & CEE outcome and output results, related indicators, baselines, targets and means of verification. Prepare required documentation for programme reviews.
- Work with colleagues and partners to discuss strategies and methodologies for the achievement of WASH & CEE output results in the country programme.
- Provide technical and operational support throughout all stages of programming processes and ensure integration, coherence and harmonization of WASH & CEE with other UNICEF sectors, for the achievement of the WASH & CEE output results.
- Draft assigned sections of the annual work plan, in close cooperation with government and other counterparts.

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

- With other external support agencies, strengthen national government WASH & CEE sector monitoring systems. For WASH, there is a focus on WASH outcomes (behaviors), using bottleneck analysis tools available in the sector (WASH-BAT, CSOs, SDAs).
- 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.

- Prepare/assess monitoring and evaluation reports to identify gaps, strengths/weaknesses in programmes and management, identify and document lessons learned.
- 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.

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

- Actively monitor UNICEF-supported activities through field visits, surveys and exchange of information with partners, to assess progress, identify bottlenecks and potential problems and take timely decisions to resolve issues and/or refer to relevant officials for timely interventions.
- 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.
- Plan for use of technical experts from the Regional Office and HQ, as and where appropriate in the WASH programme, through remote support and on-site visits.
- Participate in WASH & CEE programme meetings, to review progress, with government, other sector agencies and implementation partners, involved at various stages of WASH & CEE programme implementation, to provide expert advice and guidance.
- Draft policy papers, briefs and other strategic materials for use by management, donors, UNICEF regional offices and headquarters.

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

- Prepare 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.
- Contribute to the coordination arrangement for humanitarian WASH, for instant robust coordination in case of an emergency.
- Ensure that all UNICEF WASH staff are familiar with 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 capacity of stakeholders to achieve WASH & CEE output results.
- Prepare materials for WASH & CEE programme advocacy to promote awareness, establish partnerships and support fund-raising.
- Participate in inter-agency discussions, ensuring that UNICEF's position, interests and priorities are fully considered and integrated in the UNSDCF development planning and agenda setting.

### • Innovation, knowledge management and capacity building

- Lead the development, implementation, monitoring and documentation of WASH and CEE action research and innovation (technical or systems).
- Prepare learning/knowledge products, covering innovative approaches and good practices, to support overall WASH & CEE sector development.
- Create and deliver learning opportunities for UNICEF WASH staff, to ensure our sector capacity remains up-to-date with latest developments.
- Contribute to the systematic assessment of WASH & CEE sector capacity gap analysis, in collaboration with government and other stakeholders, and support the design of initiative to strengthen capacities systematically.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

## IV. Impact of Results

The support provided by the WASH & CEE Specialist will enable the country office to achieve the WASH & CEE 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.

## v. UNICEF values and competency Required (based on the updated Framework)

### Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

### Core Competencies (For Staff with Supervisory Responsibilities) \*

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

## VI. Recruitment Qualifications

Education:	<p>An advanced university degree in one of the following fields is required: public health, social sciences, behavior change communication, economics, engineering, policy, development, environmental sciences, natural sciences, climate change, disaster risk reduction, water resource management, international cooperation or another relevant technical field.</p> <p>Additional relevant post-graduate courses that complement/supplement the main degree is desirable.</p>
Experience:	<p>The following domains are required:</p> <ul style="list-style-type: none"><li>• A minimum of five years of progressively responsible professional work experience at the national and/or international levels on WASH</li><li>• Demonstrated extensive capacity in at least four of the following WASH programming areas: rural water supply, rural sanitation, urban water, urban sanitation, handwashing with soap, WASH-in-schools and health centres, menstrual hygiene management, and national government WASH policies, plans and strategies</li><li>• Demonstrated capacity to influence national government WASH policies, plans and strategies; including in-depth understanding of government structures, roles and responsibilities and all stakeholders</li><li>• Demonstrated capacity for WASH emergency preparedness, response and coordination</li><li>• Demonstrated experience to collaborate effectively with and</li></ul>

	<p>understand international financial institutions</p> <ul style="list-style-type: none"> <li>• Demonstrated capacity to build strategic partnerships in Pakistan</li> <li>• Demonstrated experience to deliver through effective working relationships both within and outside an organization</li> <li>• Demonstrated capacity to develop proposals, reports and manage grants</li> <li>• Demonstrated capacity for strategic thinking and advocacy skills</li> <li>• Demonstrated capacity for team leadership and team building</li> <li>• Demonstrated capacity to manage and oversee programme design, planning, implementation and monitoring</li> <li>• Demonstrated excellent analytical and writing skills, advocacy and presentational skills</li> </ul> <p>The following domains are desired:</p> <ul style="list-style-type: none"> <li>• Experience on climate change adaptation and mitigation, environment, and/or renewable energy.</li> <li>• Understanding of and experience using UNFCCC mechanisms and engaging in climate change and environment dialogue</li> <li>• Demonstrated experience in environmental protection</li> <li>• Demonstrated capacity in the development, review, analysis and advocacy around national government climate and/or environment policies, plans and strategies</li> <li>• Knowledge of carbon markets and the renewable energy sector</li> <li>• Demonstrated extensive engagement and partnership building with climate change sector partners in Pakistan</li> <li>• Demonstrated capacity to utilize climate finance instruments and proposal development</li> <li>• Experience with renewable energy policy and practice and carbon markets</li> <li>• Familiarity with children's rights and gender in the context of climate change and environment.</li> <li>• Previous experience within UNICEF/ UN System</li> </ul>
Language Requirements:	Fluency in English and Urdu are required. Knowledge of a local language (Pashtu) is an asset.

<b>VII. Child Safeguarding</b>	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point, or investigator (OIAI)?	NO
Is this post a direct contact role in which incumbents will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?  If yes, please indicate the number of	YES – 3-4 hours a month during the regular program monitoring visits

<p>hours/months of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.</p>	
<p>Is this post a child data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national id, location data, or photos)?</p> <p>If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p>	<p>YES (possible) – 2-3 hrs a month in case of a need for child data required for programme implementation/ donor reporting</p>
<p>The selected candidate for this position will be required to engage with vulnerable children?</p>	<p>YES</p>