



**UNITED NATIONS CHILDREN'S FUND
(GENERIC) JOB PROFILE**

I. Post Information

Job Title: **WASH Manager**
 Supervisor Title/ Level: Emergency Manager
(P4)
 Organizational Unit: **Programme**
 Post Location: Cox's Bazar Field Office,
 UNICEF Bangladesh

Job Level: **Level 4**
 Job Profile No.:
 CCOG Code: **1B06e**
 Functional Code: **WSH**
 Job Classification Level: **Level 4**

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 are born equal and have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. This to the degree that any child has an equal chance in life — in its social, political, economic, civic and cultural dimensions — none of her or his rights should be 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 Manager level 4 GJP is to be used in a large Country Office (CO) where the Representative is at the D2/D1 level and WASH is an outcome result (or several output results in other outcome results) in the Country Programme (or CPD). The WASH Manager provides technical and managerial support to a large, complex and/or an integrated WASH programme.,,

Purpose of the job: The WASH Manager reports to the Emergency Manager (P4) of field office for general guidance and direction and with the Chief of WASH for technical and strategic guidance. The WASH Manager is responsible for the design, delivery and monitoring of the UNICEF WASH programme for the Rohingya refugee response. The Manager provides technical guidance and management support throughout the programming processes for the Rohingya refugee response, to ensure the achievement of the WASH-related output results for the Rohingya refugee response. The Manager provides authoritative advisory services to government and sector support agencies and interacts with the government at senior levels and with senior staff in the International Development Banks. The Manager is responsible for the programming and financial oversight of the Rohingya refugee response, mobilizing resources and ensuring adequate and efficient implementation while overseeing the transition to more sustainable and resilient service delivery.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Management support to the Emergency Manager and Chief of WASH**
2. **Programme development and planning**
3. **Programme management, monitoring and delivery of results**
4. **Advisory services and technical support**
5. **Advocacy, networking and partnership building**
6. **Humanitarian WASH preparedness and response**
7. **Innovation, knowledge management and capacity building**

1. **Management support to the Emergency Manager and Chief of WASH**

- Advise the Emergency Manager and Chief of WASH in establishing the annual work plan and annual workplan outputs, activities and developmental priorities of WASH section staff for the Rohingya response, determining priorities and performance measurements. Monitor workplan implementation, to ensure that WASH output results are achieved to schedule and performance standards. Report critical issues to the Emergency Manager and Chief of WASH for timely action.
- Provide technical advice to WASH section staff on all aspects of programming and implementation in Cox's Bazar.
- Perform the full duties of the Emergency Manager in his/her absence.

2. **Programme development and planning**

- Provide strategic leadership and technical support to the WASH Rohingya Refugee response in refugee camps in Cox's Bazar and Bashan Char, and the WASH programme in Cox's Bazar district
- Draft the WASH inputs for the situation analysis. Provide comprehensive and current data to inform WASH policy and programme development, planning, management and implementation. Keep abreast of WASH sector developments, for maximum efficiency and effectiveness in WASH programme design, management and implementation.
- Work collaboratively with colleagues and partners to discuss national and Rohingya response WASH priorities, resources, strategies and methodologies to ensure the most strategic use of the collective resources of external support agencies.
- Participate in strategic WASH programme planning discussions and the formulation of the WASH outcome and output results, related indicators, baselines, targets and means of verification, ensuring alignment with the UNICEF's Strategic Plan, UNICEF's global WASH strategy and the country programme as well as government plans and priorities, and the role of other WASH external support agencies.
- Prepare WASH donor proposals, ensuring alignment with the WASH output results in the country programme and JRP.
- Integrate climate resilience and low-carbon approaches to the delivery of WASH services for the Rohingya response, integrating with interventions in the host community for a nexus approach.
- Integrate UNICEF's Environmental and Social Safeguards into the WASH programming for the Rohingya response.

3. **Programme management, monitoring and delivery of results**

- Draft documentation for programme reviews and analytical statements on progress and constraints of WASH outcome and output results.

- Provide technical and operational support throughout all stages of programming processes for the achievement of the WASH output results for the Rohingya response. Ensure effective collaboration with other UNICEF sectors, where needed.
- With other external support agencies, analyze national and sub-national government WASH sector programmes and projects, with a focus on WASH outcomes (behaviours), 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 partners and prepare reports for the Emergency Manager and Chief of WASH and CO management.
- Ensure that all partnerships and contracts are managed as per UNICEF's policies.
- Support the design, delivery and analysis of assessments and household surveys integrating the feedback into the WASH programme, sector priorities, advocacy tools and proposals.
- Monitor, report and certify 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 issues to the Emergency Manager and Chief of WASH, for timely resolution.
- Prepare sectoral progress reports for management, donors and partners.

4. Advisory services and technical support

- Participate in strategic discussions to influence national, sub-national and Rohingya response WASH policies and strategies, including the reduction of inequalities, contributing global sector learning.
- Advise senior officials in government, NGOs, UN agencies, International Financial Institutes and donor agencies on WASH policies, strategies and best practices and areas of prioritisation.
- Draft policy papers, briefs and other strategic materials for use by management, donors, the WASH sector, UNICEF regional office and headquarters.
- Plan for the use of technical experts from the regional office and headquarters, as and where appropriate in the WASH programme, through remote support and on-site visits.

5. Advocacy, networking and partnership building

- Build and strengthen strategic partnerships with government counterparts (including camp coordination), UN agencies, donor agencies, International Financial Institutions, WASH institutions, NGOs, research institutes and the private sector to stimulate coordination and collaboration.
- Support analysis of national and sub-national budgets for WASH, cost analysis and value-for-money studies, to advocate for improvements in sector efficiency and resource allocation to Cox's bazar district.
- Produce materials for WASH programme advocacy for the Rohingya response 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 planning and agenda setting.
- Coordinate with other UN agencies leading the delivery of WASH services in the respective Area of Responsibilities to ensure consistency in approaches across all the camps.
- Interact with global and regional initiatives and partnerships for WASH.

6. Humanitarian WASH preparedness and response

- Manage all aspects of UNICEF's WASH programme for the Rohingya response (in camps and host communities)
- Manage all aspects of UNICEF's preparedness for WASH in emergencies.
- Ensure the coordination arrangements for humanitarian WASH are in place, 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 leadership/managerial role in an emergency response and early recovery, as and when the need arises.
- Provide technical and managerial support to WASH Sector/Cluster Coordinators

7. Innovation, knowledge management and capacity building

- Manage the implementation, monitoring and documentation of WASH action research and innovation (technical or systems), ensuring rigorous monitoring and wide sharing of results.
- Prepare learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development.
- Support the professional development of UNICEF WASH staff, to ensure our sector capacity remains up-to-date with latest developments.
- Initiate and contribute to the systematic assessment of WASH sector capacity gap analysis, in collaboration with government and other stakeholders, and support the design of initiatives 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 level 4 WASH Manager will enable the Cox's Bazar Field Office and the country office to achieve the WASH-related output results of the country programme, HAC and JRP. This, in turn, will contribute to the achievement of the outcome results of the Country Programme Document including HAC results. When done effectively, the achievement of the outcome results will improve child survival, growth and development and reduce inequalities in the country including Rohingya Refugee Camps.

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

i) Core Values

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

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (2)
- 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)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

VI. Recruitment Qualifications

Education:	<p>An advanced university degree in one of the following fields is required: public health, social sciences, behavior change communication, engineering, water resources or another relevant technical field related to WASH.</p> <p>Additional relevant post-graduate courses that complement/supplement the main degree are required.</p>
Experience:	<p>DEVELOPMENTAL: A minimum of eight years of professional experience in WASH-related programme for developing countries is required.</p> <p>One year of deployment in a developing country is required.</p> <p>HUMANITARIAN: At least three years in humanitarian situations required.</p>
Language Requirements:	<p>Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.</p>

VII. Technical requirements

<ol style="list-style-type: none"> 1. Rural water supply for low- and middle-income countries - including water safety, sustainability 2. Rural sanitation for low- and middle-income countries, incl sustainability; 3. Urban water for low- and middle-income countries, incl water safety and sustainability 4. Urban sanitation for low- and middle-income countries, incl sustainability 5. Climate resilient WASH programming 6. Handwashing with soap 7. WASH-in-Schools and Health Centres 8. Menstrual hygiene management 9. National government WASH policies, plans and strategies 10. Analysis of national budgets and expenditure for basic WASH, and related advocacy 	<p>Expert knowledge of five components and basic knowledge of five components</p>
<ol style="list-style-type: none"> 1. Humanitarian WASH - preparedness 2. Humanitarian WASH - response and recovery 	<p>In-depth knowledge of both components</p>
<ol style="list-style-type: none"> 1. Humanitarian WASH – coordinating the response 	<p>In-depth knowledge of concept and UNICEF role</p>
<ol style="list-style-type: none"> 2. Programme/project management 3. Capacity development 4. Knowledge management 5. Monitoring and evaluation 	<p>Expert knowledge of two components and basic knowledge of the other two components</p>
<ol style="list-style-type: none"> 1. Human rights and WASH 2. Gender equality and WASH 	<p>In-depth knowledge</p>

Child Safeguarding Certification

(to be completed by the supervisor of the post)

Child Safeguarding refers to proactive measures to limit direct and indirect collateral risks of harm to children arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2a. Is this a Direct* contact role?</p> <p>2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> 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><i>*"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3a. Is this a Child data role? *:</p> <p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p> <p><i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>4. Is this a Safeguarding response role*</p> <p><i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

<i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i>	
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¹ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e. the role-risk will be compounded by other residual risks.