

TA Requisition/TOR Form

(FOR Temporary Appointments)



UNICEF Cameroon: TERMS OF REFERENCE (TOR)

Job Title and Level: WASH CLUSTER OFFICER/ NOB 126065

Section: WASH

Duration: 364 days (with possibility of extension of 364 days)

Duty Station: Buea, Cameroun

Purpose of Assignment & Justification:

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.

Purpose of the job: The WASH Officer reports to the Chief Field Office Buea and HAS AS technical supervisor the Chief WASH. The WASH Officer 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 output results of the country programme

1. Indicative assignment dates: 01.09.2023 – 02.09.2024

2. Supervisor: Chief Field Office Buea, P-4

Major Duties and Responsibilities

RESPONSIBILITIES

The post holder has joint responsibility with the Cluster Lead Agency, resourcing partners and all cluster participants at the national and sub-national level for the efficient management and functioning of the WASH Area of Responsibility encompassing the following:

- Establish and maintain an appropriate humanitarian coordination mechanism;
- Strengthen pre-existing sectoral coordination through increased predictability and accountability;
- Build complementarity of partner actions: avoiding duplication and gaps;

- Ensure adequate resources are mobilized and are equitably allocated for the effective functioning of the cluster and its response;
- Effective and comprehensive integration of relevant cross-cutting issues, including age, gender, environment and HIV/AIDS;
- Maintain flexibility within the cluster to respond to changes in the operating environment, evolving requirements, capacities and participation;
- Effectively use and transfer information to, from and between cluster participants and other stakeholders;
- Interact with other clusters (including through inter-cluster coordination fora), humanitarian actors, government counterparts, and relevant authorities for operational planning, engagement and active contribution of operational partners;
- Be accountable to the affected population through effective and inclusive consultative and feedback mechanisms.
- Monitor performance of the core cluster functions.

The post holder will ensure that there is effective communication, reporting, engagement and coordination between a national and a sub-national cluster.

ACCOUNTABILITIES and DUTIES & TASKS

The post holder is accountable to:

- Participants of the country-led clusters, who will in turn ensure that they deliver on their agreed minimum commitments.
- Inter-cluster coordination bodies established.
- Affected populations through agreed mechanisms
- The WASH Working Group Coordinators are accountable by the UNICEF Representative in country and will be managed by the Representative or other delegated manager as appropriate.

Core cluster functions:

Supporting service delivery

- Provide a platform to ensure that service delivery is driven by the agreed strategic priorities
- Develop mechanisms to eliminate duplication of service delivery

Informing strategic decision-making of the HC/HCT for the humanitarian response

- Needs assessment and gap analysis (across other sectors and within the sector)
- Analysis to identify and address (emerging) gaps, obstacles, duplication, and cross-cutting issues.
- Prioritization, grounded in response analysis

Planning and strategy development

- Develop sectoral plans, objectives and indicators directly support realization of the HC/HCT strategic priorities
- Application and adherence to existing standards and guidelines
- Clarify funding requirements, prioritization, and cluster contributions to HC's overall humanitarian funding considerations .

Advocacy

- Identify advocacy concerns to contribute to HC and HCT messaging and action
- Undertaking advocacy activities on behalf of cluster participants and the affected population

- Monitoring and reporting the implementation of the cluster strategy and results; recommending corrective action where necessary
- Contingency planning/preparedness for recurrent disasters whenever feasible and relevant.
- Accountability to affected populations

6. Qualifications or specialized knowledge/experience/competencies required for the assignment:

EDUCATION :

- An advanced university degree in one of the following fields is required: public health, social sciences, behavior change communication, sanitary engineering, or another relevant technical field.
- Additional relevant post-graduate courses that complement/supplement the main degree are a strong asset.
- Formal training in cluster coordination is an advantage

WORK EXPERIENCE :

A minimum of two years of professional work experience in WASH-related programmes for developing countries is required

LANGUAGE REQUIREMENT:

- Fluency in French and English is required.

COMPETENCIES

Core value

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

Core Competencies (For Staff without Supervisory Responsibilities)

- 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)

7. Submitted by:

Name and Title:

Date:

Signature: _____

8. Review & Endorsement:

1) Reviewed by Human Resources:

Signature and Date: _____

9. Approved by: Representative:

Date: _____ **Signature:** _____