



SPECIFIC JOB PROFILE

I. Post Information

Job Title: **WASH Officer** (WASH in Emergencies - Partnership/ grant management and supply tracking),
SUD24056 (post # 128684) – Subject to classification
Supervisor Title/ Level: **WASH Manager, (P4)**
Organizational Unit: **WASH Programme**
Post Location: **Port Sudan, Sudan Country Office**
Reference number: **New195**

Job Level: NO2
Job Profile No.: XXXXX
Job Classification Level: Level 2

II. Strategic Office 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. 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 for the job:

The WASH officer is expected to support the WASH programme on WASH in emergency response especially on development of partnerships and contract, monitoring grant utilization in timely processing of transaction and liquidation, tracking supplies while support monitoring and reporting. The WASH will ensure due diligence with partners and effective grant management

The WASH Officer reports to the WASH Manager who is at level P4. The WASH Officer provides technical, operational and administrative assistance throughout the WASH programming process especially focused on partnership, grants management of the supply function including tracking, monitoring and reporting on use of WASH items. The Officer prepares, manages and implements a variety of technical and administrative tasks, related to the development, implementation, monitoring and evaluation of the WASH supply related output results of 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 updates for WASH in the situation analysis, to inform the development of WASH-related outcome and output results with a focus on WASH supply needs. Research and report on trends, 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 on WASH supply.
- 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

- 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.

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 supervisor, for timely action

in relation to WASH supply planning, procurement, transportation, delivery, warehousing and end user monitoring and reporting.

- 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.

4. Humanitarian WASH preparedness and response

- Support the country office on WASH in emergencies in partnership need analysis and mapping of capacity and gaps in partnerships and contract/agreement needed to deliver UNICEF WASH response per HAC (Humanitarian Action for Children) and HRP (Humanitarian Response Plan) 2024/5
- With guidance from Supervisor and the Chief of section and in liaison with the field officers, contribute to development of concept note, selection and transparent call for application through Call for Expression of Interest through UN partnership platform or other sourcing model in line with UNICEF policy and procedures.
- In close collaboration with implementing partners and section colleagues, develop speedy partnership documents and contracts, whilst ensuring all due diligence and value for money among various partnerships across the country
- Lead the process of drafting and compilation of all partnership documents and contract/programme cooperation agreement (PCA) and process approval through the partnership review committee (PRC).
- Keep track of PCA and partnership document through updated e-tool and partner reporting portal
- Draft requisitions for supplies, track supplies from requisition, through delivery and post distribution and monitoring, draft requisitions for 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 WASH reporting in accordance with UNICEF's CCCs (Core commitment for Children) based Humanitarian Performance Monitoring criteria, Situation report and multiple donor reports.
- 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 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 on UNDAF planning, 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 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 latest developments.
- 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 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.

V. Competencies and level of proficiency required

Core Values attributes

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

Core competencies skills

- 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:

- Formulating strategies and concepts (I)
- Analyzing (II)
- Applying technical expertise (II)
- Learning and researching (II)
- Planning and organizing (II)

VI. Recruitment Qualifications

Education:

Advanced university degree in one of the following fields is required: public health, social sciences, behavior change communication, sanitary engineering mechanical engineering or another relevant technical field. First degree with

	directly related 5 years work experience in WASH supply planning, procurement, management and end-user monitoring may be considered.
Experience:	<p>DEVELOPMENTAL: a minimum of two years of professional work experience in WASH-related programmes for developing countries is required.</p> <p>HUMANITARIAN: At-least six months of professional experience in humanitarian response</p> <p>Experience with either the UN and/or INGO/NGO is an advantage. Highly skilled in writing, development of partnership/project document/programme strategies, Theory of change, humanitarian performance monitoring and reporting is required. Skill in business intelligence software such as Power Bi, Tableau etc. MS Project or other project management tools etc is an asset Experience in implementing donor fund/grant and ensuring compliance/due diligence per terms and conditions of donors is required. Experience in partnership management and supply chain tracking is an added advantage.</p>
Language Requirements:	Fluency in English and Arabic is required. Knowledge of another official UN language (Chinese, French, Russian, Spanish) is considered as an asset

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; applying CATS principles 3. Urban sanitation for low- and middle-income countries, incl sustainability 4. Handwashing with soap 5. WASH-in-Schools and Health Centres 6. Menstrual hygiene management 7. National government WASH policies, plans and strategies 8. Analysis of national budgets and expenditure for basic WASH, and related advocacy 	Basic knowledge of six of the eight components
<ol style="list-style-type: none"> 1. Humanitarian WASH - preparedness 2. Humanitarian WASH - response and recovery 	Basic knowledge of one component
<ol style="list-style-type: none"> 1. Humanitarian WASH – coordination of the response 	Basic knowledge
<ol style="list-style-type: none"> 2. Programme/project management 3. Capacity development 4. Knowledge management 5. Monitoring and evaluation 	Basic knowledge of all four components
<ol style="list-style-type: none"> 1. Human rights and WASH 2. Gender equality and WASH 	Basic knowledge

National WASH Team Org Chart

