



UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

I. Post Information

Job Title: **WASH Officer**
Supervisor Title/ Level: **Chief of WASH
(Level 4/5) or WASH Specialist Level 3 or 4**

Organizational Unit: **Programme**
Post Location: **Country Office**

Job Level: **Level 1**
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level: **(For non GJP)**

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: This WASH Officer level 1 GJP is to be used in a Country Office (CO) where WASH is a substantial component of the Country Programme (or cCPD). The WASH Officer reports to the Chief of WASH (Level 4/5) or a WASH Specialist who is at **Level 3 or 4**.

Purpose of the job: The WASH Officer reports to Chief of WASH (Level 4/5) or a WASH Specialist who is at **Level 3 or 4**. The Level 1 is an entry-level professional post and should therefore normally be used as a trainee level for the purpose of acquiring knowledge of organizational rules, regulations and processes to supplement academic and theoretical knowledge of the profession for upward mobility to higher responsibilities. At this level, incumbents are not expected to remain in the post for an extended period of time.

The WASH Officer provides professional technical, operational and administrative assistance throughout the WASH programming process, through the application of theoretical and practical technical skills in researching, collecting, analyzing and presenting programme information while learning organizational rules, regulations and procedures to support the development, implementation and monitoring of the WASH output results of the Country Programme.

III. Key function, 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

- Research and analyze regional/national political, WASH, health, and social and economic development trends. Collect, analyze, verify and synthesize information to facilitate programme development, design and preparation.
- Prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevance of information.
- Assist in 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 reporting

- Work collaboratively with internal and external colleagues and partners to collect/analyze/ share information on implementation issues, suggest solutions on routine programme implementation and alert appropriate officials and stakeholders for higher-level interventions and/or decision. Keep record 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 minutes/reports on results for follow up action by higher management and other stakeholders.
- Monitor and report on the use of sectoral program 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. Follow up on unresolved issues to ensure resolution.
- Prepare inputs for programme and donor reporting.

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.

- 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

- Draft inputs for the preparation of WASH emergency preparedness, including the drafting of required supplies and services, long-term agreements, partnership agreements, and coordination mechanisms.
- 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/events on WASH programming to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of WASH programs/projects and 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 resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

IV. Impact of Results

The support provided by the level 1 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 (based on UNICEF Professional Competency Profiles.

<p><u>Core Values</u></p> <ul style="list-style-type: none"> ▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability <p><u>Core competencies</u></p> <ul style="list-style-type: none"> ▪ Communication (II) ▪ Working with people (I) ▪ Drive for results (I) 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ▪ Formulating strategies and concepts (I) ▪ Analyzing (II) ▪ Applying technical expertise (II) ▪ Learning and researching (II) ▪ Planning and organizing (II)
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VI. Recruitment Qualifications

Education:	University (first) degree in public health, social sciences, behavior change communication, sanitary engineering or other specialist field related to WASH is required.
Experience:	DEVELOPMENTAL: a year of professional work experience in WASH-related programmes for developing countries.
Language Requirements:	Oral and written proficiency in English is required. Knowledge of another official UN language or a local language is 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 four of the eight components
<ol style="list-style-type: none"> 1. Humanitarian WASH - preparedness 2. Humanitarian WASH - response and recovery 	Nil
<ol style="list-style-type: none"> 1. Programme/project management 2. Capacity development 3. Knowledge management 4. Monitoring and evaluation 	Basic knowledge of two of the four components
<ol style="list-style-type: none"> 1. Human rights and WASH 2. Gender equality and WASH 	Basic knowledge

VIII. Signatures- Job Description Certification		
Name:	Signature	Date
Title:		
Name:	Signature	Date
Title:		