

Job Description Type:	Specific Job Description	Region:	MENA
Category:	NO (National Officers)	Country:	Egypt
Reason for Classification:	Establishment of a new post	Duty Station:	CAIRO-Egypt
Level:	NOA	Office:	Egypt
Title:	Wash Officer	Section:	CSD
Title Information in Parenthesis:	Climate Change	Unit:	
CCOG Code:	1B06e	Case Number:	EGY22008
UNICEF Code:	WSH	Post Number:	
Classified by:	Natalia Paquin	Classified Date:	11/16/2022

Organizational Context: The WASH Officer Climate - Change 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 Climate Change NO-A reports to the WASH Officer – NO-B.

Purpose of the Job: The WASH Officer Climate Change 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 - Climate Change provides professional technical, operational and administrative assistance throughout the Climate change 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 and climate change output results of the Country Programme.

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. Climate Change preparedness and response
 6. Networking and partnership building
 7. Innovation, knowledge management and capacity building
1. Programme development and planning
 - Research and analyze regional/national WASH, climate change, 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 based on CLAC Report recommendations.
 - Assist in the development/establishment of WASH Climate Change -related outcome and output results, as well as related strategies, through analysis of WASH and climate change sector/sub-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/Climate Change -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, 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 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. 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,

	<p>bottlenecks and potential problems to supervisor, for timely action.</p> <p>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 and climate change, to support programme implementation.</p> <p>4. Humanitarian WASH and climate change preparedness and response</p> <ul style="list-style-type: none"> • Draft inputs for the preparation of WASH and climate change 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. <p>5. Climate Change preparedness and response</p> <ul style="list-style-type: none"> • Ensure sound experience of working on climate change or related environmental issues • Advise on the design and implementation of climate change sensitive programmes within the office <p>6. Networking and partnership building</p> <ul style="list-style-type: none"> • Build and sustain close working partnerships with government counterparts including MOEnv 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, information and advocacy materials for WASH Climate Change initiatives to support awareness raising, establish partnership/alliances and support fund raising for WASH and climate change. <p>Participate in inter-agency meetings/events on WASH/Climate Change programming to collaborate with inter-agency partners/colleagues on UNSDCF operational planning and preparation of WASH/Climate Change programmes/projects and to integrate and harmonize UNICEF output results and implementation strategies with UNSDCF development and planning processes.</p> <p>Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.</p> <p>7. Innovation, knowledge management and capacity building</p> <p>Assist in the development, implementation, monitoring and documentation of WASH and climate change action research and innovation (technical or systems).</p> <p>Assist in the preparation of learning/knowledge products, covering innovative approaches and good practices, to support overall WASH focusing on climate change sector/sub-sector development.</p> <ul style="list-style-type: none"> • Assist in creating and delivering learning opportunities for UNICEF WASH and climate change staff, to ensure our sector capacity remains up-to-date with latest developments. • Participate as a resource person in capacity building initiatives internally within UNICEF office and externally to enhance the competencies of clients/stakeholders.
<p>Impact of Results:</p>	<p>The support provided by the level 1 WASH Officer - Climate Change will enable the Country Office to achieve the WASH Climate Change -related output and outcome results of the country programme. This, in turn, will enable UNICEF to contribute in mitigating the shocks of climate change and environmental degradation and its impacts on children's life and wellbeing.</p>
<p>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 (OIA)?:</p>	<p>No</p>
<p>Is this post a Direct contact role in which incumbent 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?:</p>	<p>No</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>No</p>
<p>The selected candidate for this position will be required to engage with vulnerable children:</p>	<p>No</p>
<p>Competencies and level of proficiency required:</p>	<p>Care Respect Integrity Trust Accountability Sustainability</p>
	<p>Core Competencies: Demonstrates self-awareness and ethical awareness (1) Works collaboratively with others (1)</p>

<p>Recruitment Qualifications:</p>	<p>Builds and maintains partnership (1) Innovates and embraces change (1) Thinks and acts strategically (1) Drive to achieve results for impact (1) Manages ambiguity and complexity (1)</p> <p>Education: A university degree in one of the following fields is required: climate change, public health, social sciences, behavior change communication, sanitary engineering, or another relevant technical field.</p> <p>Additional relevant post-graduate courses that complement/supplement the main degree is a strong asset.</p> <p>Experience: A minimum of one year of professional experience in climate change-related programmes for developing countries is required.</p> <p>A minimum of one year of professional experience in WASH and climate change partnership management is an asset.</p> <p>Professional experience in program monitoring and evaluation is an asset.</p> <p>Professional experience in innovated solution in the field of WASH in climate change is an asset.</p> <p>Language Requirements: Fluency in English and Arabic is required. Knowledge of another official UN language (Chinese, French, Russian or Spanish) is an asset.</p>
<p>Attachments:</p>	<p>Approval of all SJDs.pdf CSD org chart .jpg CSD org chart .pdf SJD Wash Officer - Climate Change NOA_EGY22008.docx</p>

