TA Requisition/TOR Form
(FOR Temporary Appointments)

UNICEF Cameroon:

Job Title and Level: WASH Officer/NOB

Section: WASH

Duration: January to September 2026 (9 months)

Duty Station: Buea, Cameroon

1. Context:

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 and other basic services for the 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 of Field Office and technical supervision provided by the Chief of 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 program portfolio and sector coordination.

2. Duties and responsibilities:

Program Management and Planning

- Lead the planning and design of sustainable, climate-resilient, and inclusive WASH infrastructure projects and Service.
- Develop annual and quarterly program implementation plans and ensure activities are carried out in a timely manner and in line with international standards (e.g., Sphere standards) and best practices.

- Manage program resources, including monitoring budgets and expenditures, verifying compliance with approved allocations and donor commitments, and ensuring accountability and integrity in all transactions.
- Ensure substantial contribution and inputs for WASH toward the toward concept note and proposal development and HPDs with partners.

Technical Support and Oversight

- Provide technical guidance and support to implementing partners, government counterparts, and field staff on WASH activities, including water supply, sanitation, and hygiene promotion.
- Ensure quality assurance in the construction and rehabilitation of water and sanitation infrastructure, reviewing technical documents such as Bills of Quantities (BoQs), engineering drawings, and cost estimates.
- Conduct regular field visits and surveys to monitor project progress, identify critical issues, bottlenecks, and potential problems, and provide timely advice for resolution**.**

Monitoring, Evaluation, and Reporting

- Monitor and assess WASH projects against agreed-upon indicators and targets to ensure effective implementation and impact.
- Collect, analyze, verify, and synthesize data and information on implementation issues to inform decision-making and report on progress to management, donors, and partners.
- Prepare comprehensive reports and documentation, ensuring accuracy and relevance of information for program preparation, monitoring, and donor reporting.
- Oversee the assurance plan for WASH sector at Buea Office level to conduct programmatic visits and facilitate Spot check, micro-assessment /PSEA and audits on regular basis

Coordination and Partnership Building

- Lead the transition of the WASH Cluster to Sector coordination with co-lead role with the concerned government counterpart agency for WASH in NWSW.
- The post holder will ensure that there is effective communication, reporting, engagement and coordination between the national and a sub-national WASH sector.
- Contingency planning/preparation for recurrent disasters whenever feasible and relevant.
- Accountability to affected populations will be enhanced at all programme level.
- Build and sustain strong working relationship with concerned government bodies, national stakeholders, NGOs/INGOs, UN sister agencies, and other relevant actors.
- Represent the organization in WASH-related coordination mechanisms, such as the national WASH cluster and technical working groups, to ensure complementarity of efforts and avoid duplication.
- Coordinate with other sectors (e.g., Health, Nutrition, Education) to ensure integrated programming and a holistic approach to child well-being.

Innovation and Capacity Building

- Lead or assist in the development and delivery of training programs and capacity-building initiatives for staff, partners, and community members.
- Promote knowledge management by documenting innovative approaches, good practices, and lessons learned from program implementation.
- Support efforts in advocacy and resource mobilization by preparing communication materials and briefs for fundraising and partnership development purposes.

3. Indicative assignment dates: 1st January to 30th September 2026

4. Supervisor: Chief Field Office, Buea Office, NWSW regions

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

Education:

An advanced university degree in one of the following fields is required: Environmental Engineering's, 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 Requirements:

Fluency in English and French is required.

Technical Requirements
Rural water supply for low- and middle-income countries - including water safety, sustainability
Rural sanitation for low- and middle-income countries, incl sustainability; applying CATS principles
Urban sanitation for low- and middle-income countries, incl sustainability
Handwashing with soap
WASH-in-Schools and Health Centres
Menstrual hygiene management
National government WASH policies, plans and strategies
Analysis of national budgets and expenditure for basic WASH, and related advocacy
Basic knowledge of six of the eight components

Humanitarian WASH - preparedness
Humanitarian WASH - response and recovery
Basic knowledge of one component
Humanitarian WASH – coordination of the response. Basic knowledge

Programme/project management
Capacity development
Knowledge management
Monitoring and evaluation
Basic knowledge of all four components
Human rights and WASH
Gender equality and WASH

Core value
Care · Respect · Integrity · Trust · Accountability · Sustainability

Core Competencies

- 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)

*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.

7.Child Safeguarding	
Is this position considered as "elevated risk role" from a child safeguarding perspective?	☐ YES ☒ NO If yes, number of hours: Choose an item.
Is this position a direct contact role? "Direct" means contact that is either face-to-face, or by remote communicate, but it does not	☐ YES ☒ NO If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediate

include communication that is moderated and relayed by another person	physical proximity, with limited supervision by a more senior member of personnel.: Less than 5 hours
Is this position dealing with child data?	☐ YES ☒ NO If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos): Choose an item.
Is this position considered a safeguarding response role?	☐ YES ☒ NO
(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)	
Is this position assessed as a risk role?	☐ YES ☒ NO
Please refer to Guidance on Elevated Risk Roles	

8.**Funding information**

WBS	Grant	Expiry Date	Fund Type (OR, RR, other)	$ (USD)
0690/A0/06/885/001/001	SM240210	9/30/2026	OR	41,840

9. Approvals

Submitted by (Head of Section/CFO)			
Name	**Muhammad Idrees Khan**	Signature	
Title	**Chief Field Office**	Date	**03/11/2025**
Reviewed by (P&C Manager)			
Name		Signature	
Title		Date	**Click or tap to enter a date.**

Cleared by Budget Officer			
Name		Signature	
Title		Date	**Click or tap to enter a date.**
Endorsed by (Deputy Representative Programme for Programmes/Deputy Representative Operations for Operations)			
Name	Nadine Perrault	Signature	
Title	Representative	Date	**Click or tap to enter a date.**
Approved by Head of Office			
Name	Nadine Perrault	Signature	
Title	Representative	Date	**Click or tap to enter a date.**