


REQUEST FOR USE OF A SPECIFIC JOB DESCRIPTION

A specific JD is considered as one for which there is not a Generic Job Profile

	UNITED NATIONS CHILDREN'S FUND JOB PROFILE
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I. Post Information

Job Title: WASH Officer (Information Management)
Supervisor Title/ Level: WASH Specialist Level 3 (Post# 90737)
Organizational Unit: WASH Programme
Post Location: Country Office, Yangon

Job Level: Level 1
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

A. BRUSA

NOT

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 position is based in the UNICEF Yangon Country Office. (S)he will be provided supervision and guidance by the WASH Specialist (Cluster Coordination) who is at Level 3.

Purpose of the job:

Under the supervision and guidance of the WASH Specialist (90737), the WASH Officer supports the WASH section mainly in information management which include quantitative and qualitative data collection, analysis and presentation related to the WASH cluster, humanitarian assistances, and development projects.

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III. KEY FUNCTION, ACCOUNTABILITIES AND RELATED DUTIES/TASKS

Summary of key functions/accountabilities:

1. Programme development and planning focusing information management
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 of information management system

- Develop and maintain information management system of WASH cluster and sector at the national and sub-national levels.
- Collect, analyze, verify and synthesize information to facilitate programme development and planning.
- 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 cluster/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

- Establish information flow and inventory management system, and monitor progress and disseminate results to WASH cluster/sector partners.
- 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.

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<ul style="list-style-type: none"> 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. Provide inputs for progress reports, donor briefing papers and donor reports. 	<ul style="list-style-type: none"> Technical and operational support for programme implementation, needs assessment and monitoring Undertake field visits and surveys, collect and share reports with partners/stakeholders. Report critical issues, bottlenecks and potential problems to supervisor, for timely action. Develop and support the development of needs assessment and monitoring tools Develop and maintain WASH cluster monitoring system that includes gaps and responses Provide technical and operational support to government counterparts, NGO partners, UN system WASH cluster/sector 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.
<ol style="list-style-type: none"> Humanitarian WASH preparedness and response <ul style="list-style-type: none"> 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 the WASH Cluster roles and responsibilities and UNICEF's procedures for responding in an emergency including Core Commitments for Children (CCC) in emergencies. Take up support roles in an emergency response and early recovery, as and when the need arises. 	<ol style="list-style-type: none"> Networking and partnership building with WASH cluster/sector partners, other sector IM leads <ul style="list-style-type: none"> Build and sustain close working partnerships with WASH cluster/sector partners including government counterparts and national stakeholders through active sharing of information and knowledge Draft communication and information materials for WASH programme advocacy to promote awareness, establish partnership/alliances and support fund raising for WASH. Participate in meetings/events on WASH programming to collaborate with cluster/sector partners/colleagues Assist to conduct research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.
<ol style="list-style-type: none"> Innovation, knowledge management and capacity building <ul style="list-style-type: none"> Assist in the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems). 	

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- 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 stakeholders particularly in information management.

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 including meeting the Core Commitments for Children in humanitarian situation. 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.

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

- Communication (II)
- Working with people (I)
- Drive for results (I)

Functional Competencies:

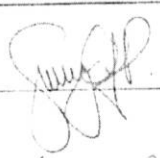

- Formulating strategies and concepts (I)
- Analyzing (II)
- Applying technical expertise (II)
- Learning and researching (II)
- Planning and organizing (II)

VI. Recruitment Qualifications

Education:	<p>University (first) degree in public health, social sciences, behavior change communication, sanitary engineering or other specialist field related to WASH, is required.</p> <p>University (first) degree in</p> <p>University (first) degree in Management of Information systems (MIS), data management and in-depth analysis, computer science, statistics, and/or public health, social sciences, behavior change communication, sanitary engineering or other specialist field related to WASH is required.</p>
Experience:	<p>One year of professional work experience in WASH-related programmes for developing countries.</p> <p>At least one year of professional work experience in data collection, data management, monitoring and evaluation or WASH-related programmes for</p>

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	developing countries. Experience in database design, database distribution and map production and capacity building to give "hands-on" training on database management and reporting. Proficient in use of GIS, Advanced Excel, SPSS or STATA and other related software packages. Formal training in cluster Information Management (IM) and humanitarian assistance/cluster experience would be an asset.	
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		
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	
1. Humanitarian WASH - preparedness 2. Humanitarian WASH - response and recovery	Nil	
1. Programme/project management 2. Capacity development 3. Knowledge management 4. Monitoring and evaluation	Basic knowledge of two of the four components	
1. Human rights and WASH 2. Gender equality and WASH	Basic knowledge	
VIII. Signatures- Job Description Certification		
<div style="display: flex; justify-content: space-between;"> <div> Name: Sunny Guidotti Title: WASH Specialist (Cluster Coordination) </div> <div> Signature  Date 24/04/2017 </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div> Name: <i>Hann khayyat, OIC</i> Bertrand Bainvel Title: Country Representative </div> <div> Signature  Date 25/4/2017 </div> </div>		