



UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

I. Post Information	
Position no.: Job Title: WASH Specialist Supervisor Title/ Level: WASH Manager (Level 4) Organizational Unit: Programme Post Location: Cox's Bazar Field Office	Job Level: Level 3 Job Profile No.: CCOG Code: Functional Code: WSH Job Classification Level: Level 3

II. Organizational Context and Purpose for the job
<p>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.</p> <p>Job organizational context: Field Office with a full WASH Programme components for supporting the Rohingya refugee response and Bangladeshi host community in Cox's Bazar District. .</p> <p>Purpose of the job: The WASH Specialist reports to the WASH Manager (Level 4) for guidance and general supervision. The Specialist supports the development, preparation, management, implementation, monitoring and evaluation of the WASH programme for the Rohingya response and host community programming. He/She will be responsible for strategic planning and priority setting for WASH programming, development of donor proposals and reporting for results by preparing high quality donor reports. The Specialist provides technical guidance and management support throughout the programming processes, to facilitate the administration and achievement of the WASH-related output results in the Cox's Bazar Field Office in syn with the Country Programme and JRP. .</p>

III. Key functions, accountabilities and related duties/tasks
Summary of key functions/accountabilities:
<ol style="list-style-type: none"> 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
<ol style="list-style-type: none"> 1. Programme development and planning <ul style="list-style-type: none"> • Draft the WASH inputs for the situation analysis. Provide timely, comprehensive, and current data to inform WASH policy and programme development, planning, management, and implementation. Keep abreast of WASH sector development trends, for maximum efficiency and effectiveness in programme design, management, and implementation. • Participate in strategic WASH programme planning discussions. Prepare WASH donor proposals, ensuring alignment with UNICEF's Strategic Plan, UNICEF's global WASH strategy, Country Programme, Joint Response Plan (JRP), Cox's Bazar WASH Sector Strategy, as well as government plans and priorities, and the role of other external support agencies. • Assist in the formulation of the WASH outcome and output results, related indicators, baselines, targets and means of verification. Prepare required documentation for programme reviews. • Work with colleagues and partners to discuss strategies and methodologies for the achievement of WASH output results in the country programme. • Provide technical and operational support throughout all stages of programming processes and ensure integration, coherence, and harmonization of WASH with other UNICEF sectors, for the achievement of the WASH output results. • Draft assigned sections of the Field Office Implementation/annual work plan and JRP, in close cooperation with government and other counterparts.
<ol style="list-style-type: none"> 2 Programme management, monitoring and delivery of results. <ul style="list-style-type: none"> • With other external support agencies, strengthen District government WASH sector monitoring systems, with a focus on WASH outcomes (behaviors), using bottleneck analysis tools available in the sector (WASH-BAT, CSOs, SDAs). • 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. • Prepare/assess monitoring and evaluation reports to identify gaps, strengths/weaknesses in programmes and management, identify and document lessons learned. • 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.
<ol style="list-style-type: none"> 3 Technical and operational support for programme implementation <ul style="list-style-type: none"> • Actively monitor UNICEF-supported activities through field visits, surveys, and exchange of information with partners, to assess progress, identify bottlenecks and potential problems and take timely decisions to resolve issues and/or refer to relevant officials for timely interventions. • 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. • Plan for use of technical experts from the Regional Office and HQ, as and where appropriate in the WASH programme, through remote support and on-site visits.

- Participate in WASH Sector meetings, to review progress, with WASH Sector and implementation partners, involved at various stages of WASH programme implementation, to provide expert advice and guidance.
- Draft policy papers, briefs, and other strategic materials for use by management, donors, UNICEF regional offices and headquarters.
- Support the planning, integration, implementation and monitoring of Environmental and social safeguarding measures, sustainability and WASH climate Resilient programme
- Support strengthening the Triple Nexus (Humanitarian, Development and Peace Building)
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4 Humanitarian WASH preparedness and response

- Prepare requisitions for supplies, 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 the coordination arrangement for humanitarian WASH, for instant robust coordination in case of an emergency.
- Ensure that all UNICEF WASH staff are familiar with 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.
- Support WASH sector coordination at Cox's Bazar and Bhasan Char 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.
- Prepare materials for WASH programme advocacy to promote awareness, establish partnerships and support fund-raising.
- Participate in inter-agency/ISCG discussions, ensuring that UNICEF's position, interests and priorities are fully considered and integrated in the Joint Response Plan and District WASH Strategy/plan planning and agenda setting.

7. Innovation, knowledge management and capacity building

8. Lead the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems).
9. Prepare learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development.
10. Create and deliver learning opportunities for UNICEF WASH staff, to ensure our sector capacity remains up to date with latest developments.
11. Contribute to the systematic assessment of WASH sector capacity gap analysis, in collaboration with government and other stakeholders, and support the design of initiative to strengthen capacities systematically.
12. 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 specialist will enable the Cox's Field Office to achieve the WASH-related output results of the Country Programme, Joint Response Plan and Government District WASH Strategy. This, in turn, will contribute to the achievement of the outcome results of the country programme document and Joint Response Plan. When done effectively, the achievement of the outcome results will improve child survival, growth and development and reduce inequalities in Cox's Bazar District.

V. UNICEF values and competency Required (based on the updated Framework)	
<p>Core Values</p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability <p>Core Competencies (For Staff with Supervisory Responsibilities) *</p> <ul style="list-style-type: none"> ▪ Nurtures, Leads and Manages People (1) ▪ Demonstrates Self Awareness and Ethical Awareness (2) ▪ Works Collaboratively with others (2) ▪ Builds and Maintains Partnerships (2) ▪ Innovates and Embraces Change (2) ▪ Thinks and Acts Strategically (2) ▪ Drives to achieve impactful results (2) ▪ Manages ambiguity and complexity (2) 	

VI. Recruitment Qualifications	
Education:	<p>An advanced university degree in one of the following fields is required: public health, engineering, or another relevant technical field.</p> <p>Additional relevant post-graduate courses that complement/supplement the main degree is a strong asset.</p>
Experience:	<p>A minimum of five years of professional experience in WASH-related programmes for developing countries is required including at least 2 years in WASH related Humanitarian Programme.</p>
Language Requirements:	<p>Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.</p>

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 Centers 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 	<p>Expert knowledge of three components and basic knowledge of three components</p>
<ol style="list-style-type: none"> 1. Humanitarian WASH - preparedness 2. Humanitarian WASH - response and recovery 	<p>Basic knowledge of both components</p>
<ol style="list-style-type: none"> 1. Humanitarian WASH – coordination of the response 	<p>Basic knowledge</p>
<ol style="list-style-type: none"> 2. Programme/project management 3. Capacity development 4. Knowledge management 5. Monitoring and evaluation 	<p>Expert knowledge of two components and basic knowledge of the other two components</p>
<ol style="list-style-type: none"> 1. Human rights and WASH 2. Gender equality and WASH 	<p>In-depth knowledge</p>

Child Safeguarding Certification

(to be completed by the supervisor of the post)

Child Safeguarding refers to proactive measures to limit direct and indirect collateral risks of harm to children arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective? * If yes, check all that apply below.	<input type="checkbox"/> Yes x <input type="checkbox"/> No
2a. Is this a Direct* contact role?	<input type="checkbox"/> Yes x <input type="checkbox"/> No
2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.	<input type="checkbox"/> Yes x <input type="checkbox"/> No
<i>**"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i>	<input type="checkbox"/> Yes x <input type="checkbox"/> No
3a. Is this a Child data role? *: 3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)	<input type="checkbox"/> Yes x <input type="checkbox"/> No
<i>* "Personally identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i>	<input type="checkbox"/> Yes x <input type="checkbox"/> No
4. Is this a Safeguarding response role* <i>*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)</i>	<input type="checkbox"/> Yes x <input type="checkbox"/> No
5. Is this an Assessed risk role*? <i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i>	<input type="checkbox"/> Yes x <input type="checkbox"/> No

¹ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e. the role-risk will be compounded by other residual risks.