



**UNITED NATIONS CHILDREN'S FUND
(GENERIC) JOB PROFILE**

I. Post Information

Job Title: **Chief, WASH & CEE**
 Supervisor Title/ Level: **Deputy Representative (P5)**
 Organizational Unit: **Water, Sanitation and Hygiene and Climate, Environment and Energy Section**
 Post Location: **Harare, Zimbabwe**

Job Level: **P-4**
 Job Profile No.: **47279**
 CCOG Code: **1B06e**
 Functional Code: **WSH**
 Job Classification Level: **P-4**

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.

UNICEF WASH focuses its efforts on increasing sustainable access to safe drinking water, eliminating open defecation, improving access to adequate sanitation and promoting hand washing and good hygienic practices, including in schools and healthcare facilities and with particular attention to girls and to children with disabilities. Leveraging its presence before, during and after emergencies remains one of the core areas of UNICEF WASH support, ensuring timely and quality access to safe drinking water, sanitation and hygiene among children and families in humanitarian situations, lead WASH cluster coordination and strengthening national and staff capacity in preparedness and response.

Job organizational context: The Chief WASH & CEE GJP is to be used in a Country Office (CO) where the Representative is at the D1 or P5 level and WASH & CEE is an outcome result (or several output results in other outcome results) in the Country Programme (or CCPD).

Purpose of the job: The Chief WASH & CEE reports to the Deputy Representative for general guidance and direction. The Chief is responsible for managing and supervising all stages of the WASH & CEE programme from strategic planning and formulation to the delivery of the WASH outcome and output results as per the CPD. The Chief is responsible for Emergency preparedness and response. The Chief is also responsible for leading and managing the CO WASH & CEE team. The Chief WASH & CEE is accountable for ensuring that the WASH & CEE outcome and output

results are achieved according to plans, allocations, results based-management approaches and methodology, UNICEF's Strategic Plan, standards of performance and accountability framework.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Managerial leadership**
2. **Programme development and planning**
3. **Programme management, monitoring and delivery of results**
4. **Advisory services and technical support**
5. **Advocacy, networking and partnership building**
6. **Humanitarian WASH preparedness and response**
7. **Innovation, knowledge management and capacity building**

1. Managerial leadership

- Establish the annual work plan, determining priorities and performance measurements. Monitor workplan implementation, to ensure that WASH & CEE output results are achieved to schedule and performance standards. Report critical issues to the Deputy Representative and Representative for timely action.
- Establish the annual workplan outputs, activities and developmental priorities of the WASH section staff. Provide timely guidance to enable the WASH & CEE section staff to perform their duties responsibly and efficiently.
- Manage the WASH & CEE team building and motivation. Signal potential conflicts and take preventive action, in coordination with Human Resources staff.

2. Programme development and planning

- Prepare the WASH & CEE inputs for the situation analysis. Provide comprehensive and current data to inform WASH policy and programme development, planning, management and implementation. Keep abreast of global, regional and national WASH & CEE sector developments, for maximum efficiency and effectiveness in WASH & CEE programme design, management and implementation.
- Work collaboratively with colleagues and partners to discuss national WASH & CEE priorities, resources, strategies and methodologies to ensure the most strategic use of the collective resources of external support agencies.
- Lead the development of the WASH & CEE outcome and output results of the country programme (or CCPD), along with related background, strategic analysis and delivery strategies, ensuring alignment with UNICEF's Strategic Plan, UNICEF's global WASH strategy and the country programme as well as government plans and priorities, and the role of other WASH & CEE external support agencies. Lead the development of output-related indicators, baselines, targets and means of verification. Lead the development of the WASH & CEE content of the CPAP.
- Develop, manage and implement the fund-raising strategy for WASH & CEE, aligned with the WASH & CEE output results in the country programme, and lead interactions with senior staff of donor agencies.

3. Programme management, monitoring and delivery of results

- Prepare documentation for programme reviews and analytical statements on progress and constraints of WASH & CEE outcome and output results.
- Provide technical and operational support throughout all stages of programming processes for the achievement of the WASH & CEE output results. Ensure effective collaboration with other UNICEF sectors.
- With other external support agencies, analyze national government WASH & CEE sector programmes and projects, with a focus on WASH & CEE outcomes (behaviors), using bottleneck analysis tools available in the sector (WASH-BAT, CSOs, SDAs).
- Manage monitoring and evaluation of the WASH & CEE programme and its components, programme reviews and annual sectoral reviews with government and other partners and prepare reports for CO management and WASH & CEE sector coordination bodies.
- Monitor, report and certify 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.
- Ensure timely donor reporting, negotiate any changes required to agreements with donors in a timely manner. Ensure systems are in place for HACT compliance.

4. Advisory services and technical support

- Participate in strategic discussions to influence national WASH and CEE policies and strategies, including the reduction of inequalities, contributing to global sector learning.
- Advise senior officials in government, NGOs, UN agencies and WASH & CEE sector donors on WASH & CEE policies, strategies and best practices.
- Lead the preparation of policy papers, briefing notes and other strategic materials for use by management, donors, UNICEF regional offices and headquarters.
- Coordinate the use of technical experts from the Regional Office and HQ, as and where appropriate in the WASH & CEE programme, through remote support and on-site visits.

5. Advocacy, networking and partnership building

- Build and strengthen strategic partnerships with government counterparts, UN agencies, donor agencies, WASH institutions, NGOs, research institutes and the private sector to stimulate coordination and collaboration.
- Oversee the analysis of national budgets for WASH & CEE, cost analysis and value-for-money studies, to advocate for improvements in sector efficiency.
- Produce materials for WASH programme advocacy to promote awareness, establish partnerships and support fund-raising.
- Represent UNICEF in inter-agency discussions, ensuring that UNICEF's position, interests and priorities are fully considered and integrated in planning and agenda setting.
- Interact with global and regional initiatives and partnerships for WASH & CEE.

6. Humanitarian WASH & CEE preparedness and response

- Ensure the annual preparation/revision of UNICEF's preparedness for WASH & CEE in emergencies.
- Ensure the coordination arrangements for humanitarian WASH are in place in line with UNICEF's Cluster lead agency role, for instant robust coordination in case of an emergency.
- Ensure that all UNICEF WASH & CEE staff are familiar with UNICEF's procedures for responding in an emergency.
- In case of an emergency, ensure that UNICEF meets its commitments for WASH in the response and early recovery.
- Support government to strengthen WASH emergency preparedness.

7. Innovation, knowledge management and capacity building

- Organize and lead the development, implementation, monitoring and documentation of WASH & CEE action research and innovation (technical or systems), ensuring rigorous monitoring and wide sharing of results.
- Determine priorities for learning/knowledge products, covering innovative approaches and good practices, to support overall WASH & CEE sector development.
- Systematically plan, support and monitor the professional development of UNICEF WASH & CEE staff, to ensure our sector capacity remains up-to-date with latest developments.
- Organize the systematic assessment of WASH & CEE sector capacity gap analysis, in collaboration with government and other stakeholders, and support the design of initiatives to strengthen capacities systematically.

IV. Impact of Results

The Chief of WASH & CEE will provide the leadership needed to 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. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (2)
- 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)
- Drive 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, 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 are required.</p>
Experience:	<p>DEVELOPMENTAL: a minimum of eight years of professional experience in WASH-related programmes for developing countries is required.</p> <p>One year of deployment in a developing country is required.</p> <p>Proven ability to effectively lead a team to deliver results is required.</p> <p>HUMANITARIAN: At least one year of work in humanitarian situations, including one three-month mission deployment (with UN-Govt-INGO) is required.</p>
Language Requirements:	<p>Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is 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 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 to expert knowledge of all components
<ol style="list-style-type: none"> 1. Humanitarian WASH - preparedness 2. Humanitarian WASH - response and recovery 	In-depth knowledge of both components
<ol style="list-style-type: none"> 1. Humanitarian WASH – coordination of the response 	In-depth knowledge of concept and UNICEF role
<ol style="list-style-type: none"> 2. Programme/project management 3. Capacity development 4. Knowledge management 5. Monitoring and evaluation 	Expert knowledge of two components and basic knowledge of the other two components
<ol style="list-style-type: none"> 1. Human rights and WASH 2. Gender equality and WASH 	In-depth knowledge

VIII. Child Safeguarding Risk Assessment

Is this position considered as 'elevated risk role' from a child safeguarding perspective?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, check all that apply
Direct contact role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.
Child data role	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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). Approximately once or twice annually
Assessed Risk Role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate the number of hours/months of direct engagement with particularly vulnerable children
Safeguarding response role	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

VIII. WASH Structure

