



JOB PROFILE

UNITED NATIONS CHILDREN'S FUND

I. Post Information

Job Title: **WASH Specialist**
 Supervisor Title/ Level: **Chief of WASH (Level 5)**
 Organizational Unit: **WASH Section**
 Post Location: **Lebanon Country Office**

Job Level: **Level 3**
 Job Classification Level: **Level 3**

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.

III. 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. Networking and partnership building
6. Innovation, knowledge management and capacity building

1. Programme development and planning

- 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 and the Country programme, 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 annual work plan, in close cooperation with government and other counterparts.

2 Programme management, monitoring and delivery of results

- With other external support agencies, strengthen national government WASH sector monitoring systems, with a focus on WASH outcomes.
- 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.

3 Technical and operational support for programme implementation

- Provide technical and managerial support to the implementation of the Omniprocessor project funded by the Gates Foundation through the US Fund for UNICEF, including ensuring the successful upgrade, evaluation and handover to the water establishment. Prepare required reports including donor reporting.
- Support the provision of WASH services in informal settlements through NGO partnerships, including development and implementation of strategic investments that will lead to reductions in water trucking and desludging activities.
- 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 programme meetings, to review progress, with government, other sector agencies 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.

4 Humanitarian WASH preparedness and response

- Ensure UNICEF WASH preparedness for potential emergency situation, notable cholera and other water-related disease outbreaks.
- 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.

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 discussions, ensuring that UNICEF's position, interests and priorities are fully considered and integrated in the UNSDCF development planning and agenda setting.

- **Innovation, knowledge management and capacity building**

- Lead the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems).
- Prepare learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development.
- Create and deliver learning opportunities for UNICEF WASH staff, to ensure our sector capacity remains up-to-date with latest developments.
- 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.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.