



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

### I. Post Information

Job Title: **WASH Officer**  
 Supervisor Title/ Level: **WASH Specialist  
Level 3**  
 Organizational Unit: **Programme**  
 Post Location: **Country Office**

Job Level: **Level 1**  
 Job Profile No.:  
 CCOG Code: **1B06e**  
 Functional Code: **WSH**  
 Job Classification Level: **Level 1**

### 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:** The WASH Officer level 1 GJP is to be used in a Country Office (CO) where WASH is a substantial component of the Country Programme (or CCPD). The WASH Officer reports to the Chief of WASH/Health/Nutrition/Education/ADAP/CSD (**Level 4/5**) or a WASH Specialist who is at **Level NOC**.

**Purpose of the job:** The WASH Officer reports to the Chief of WASH/Health/Nutrition/Education/ADAP/CSD (Level 4/5) or a WASH Specialist who is at **NOC**. Level 1 is an entry-level professional post and should therefore normally be used as a trainee level for the purpose of acquiring knowledge of organizational rules, regulations and processes to supplement academic and theoretical knowledge of the profession for upward mobility to higher responsibilities. At this level, incumbents are not expected to remain in the post for an extended period of time.

The WASH Officer provides professional technical, operational and administrative assistance throughout the WASH programming process, through the application of theoretical and practical technical skills in researching, collecting, analyzing and presenting programme information while learning organizational rules, regulations and procedures to support the development, implementation and monitoring of the WASH output results of the Country Programme.

### III. Key function, 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

- Research and analyze regional/national political, WASH, health, and social and economic development trends. Collect, analyze, verify and synthesize information to facilitate programme development, design and preparation.
- 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 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 delivery of results

- Work collaboratively with 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.
- 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.
- 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. Follow up on unresolved issues to ensure resolution.
- Prepare inputs for programme and donor reporting.

#### 3. Technical and operational support for programme implementation

- Undertake field visits and surveys, collect and share reports with partners/stakeholders. Report critical issues, bottlenecks and potential problems to supervisor, for timely action.

<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>
<p><b>4. Humanitarian WASH preparedness and response</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Study and fully understand UNICEF's procedures for responding in an emergency.</li> <li>• Take up support roles in an emergency response and early recovery, as and when the need arises.</li> </ul>
<p><b>5. Networking and partnership building</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Draft communication and information materials for WASH programme advocacy to promote awareness, establish partnership/alliances and support fund raising for WASH.</li> <li>▪ Participate in inter-agency meetings/events on WASH programming to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of WASH programmes/projects and to integrate and harmonize UNICEF output results and implementation strategies with UNDAF development and planning processes.</li> <li>▪ Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.</li> </ul>
<p><b>6. Innovation, knowledge management and capacity building</b></p> <ul style="list-style-type: none"> <li>▪ Assist in the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems).</li> <li>▪ Assist in the preparation of learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development.</li> <li>• Assist in creating and delivering learning opportunities for UNICEF WASH staff, to ensure our sector capacity remains up-to-date with latest developments.</li> <li>• Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.</li> </ul>

#### IV.1 Child Safeguarding Risks

Child safeguarding involves proactive measures to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work, UNICEF personnel or UNICEF associates. The risks may include those associated with: physical violence (including corporal

punishment); sexual violence, exploitation or abuse; emotional and verbal abuse; economic exploitation; failure to provide for physical or psychological safety; neglect of physical, emotional or psychological needs; harmful cultural practices; and privacy violations.

Certain UNICEF positions present elevated child safeguarding risks (“elevated risk roles”) and candidates and/or incumbents may be subject to more rigorous vetting and training. Roles may be elevated risk roles because of significant unsupervised direct contact with children, their data, having a role in responding to safeguarding incidents, or being otherwise assessed as presenting an elevated risk. This position has been identified as not being an elevated risk role, and/or an assessed risk role.

*Note: To appropriately categorize this position, please refer to the [Guidance on Identifying & Assessing Elevated Risk Roles](#) for this job profile and remove non-applicable description in the highlighted area above.*

## V. 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. 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.

## VI. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles.

### Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

### 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)

### Functional Competencies

- Analyzing (2)
- Applying technical expertise (2)
- Learning and researching (2)
- Planning and organizing (2)

## VII. 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. Or Bachelor's degree with two years of experience in same above fields.</p> <p><i>While advanced university degrees for WASH positions are strongly preferable, offices are able to request a university degree at this level if they find difficulty in attracting a sufficient number of candidates)</i></p> <p>Additional relevant post-graduate courses that complement/supplement the main degree is a strong asset.</p>
Experience:	<p>DEVELOPMENTAL: a minimum of two year of professional experience in WASH-related programmes for developing countries is required.</p> <p>HUMANITARIAN: a minimum of two year of professional experience in WASH-related programmes for humanitarian response is required</p>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset

## VIII. Technical requirements

<ol style="list-style-type: none"> <li>1. Rural water supply for low- and middle-income countries - including water safety, sustainability</li> <li>2. Rural sanitation for low- and middle-income countries, including sustainability; applying CATS principles</li> <li>3. Urban sanitation for low- and middle-income countries, including sustainability</li> <li>4. Handwashing with soap</li> <li>5. WASH-in-Schools and Health Centres</li> <li>6. Menstrual hygiene management</li> <li>7. National government WASH policies, plans and strategies</li> <li>8. Analysis of national budgets and expenditure for basic WASH, and related advocacy</li> </ol>	Basic knowledge of four of the eight components
<ol style="list-style-type: none"> <li>1. Humanitarian WASH - preparedness</li> <li>2. Humanitarian WASH - response and recovery</li> </ol>	Basic knowledge of one of the two components
<ol style="list-style-type: none"> <li>1. Programme/project management</li> <li>2. Capacity development</li> <li>3. Knowledge management</li> <li>4. Monitoring and evaluation</li> </ol>	Basic knowledge of two of the four components
<ol style="list-style-type: none"> <li>1. Human rights and WASH</li> <li>2. Gender equality and WASH</li> </ol>	Basic knowledge