UNITED NATIONS CHILDREN'S FUND
(GENERIC) JOB PROFILE

I. Post Information

Job Title: **WASH Manager**	Job Level: **Level 4**
Supervisor Title/ Level: **Emergency Manager (P-4)**	Job Profile No.:
	CCOG Code: **1B06e**
Organizational Unit: **WASH Team, Cox's Bazar Field Office, Bangladesh**	Functional Code: **WSH**
	Job Classification Level: **Level 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.

Job organizational context: The WASH Manager level 4 GJP is to be used in a large Country Office (CO) where the Representative is at the D2/D1 level and WASH is an outcome result (or several output results in other outcome results) in the Country Programme (or cCPD). The WASH Manager provides technical and managerial support to a large, complex and/or an integrated WASH programme.,.

Purpose of the job: The WASH Manager reports to the Emergency Manager (P4) of field office for general guidance and direction. The Manager supports the Emergency Manager in managing the WASH section, and in leading the development, preparation, management, implementation, monitoring and evaluation of the WASH programme within the country programme. The Manager provides technical guidance and management support throughout the programming processes, to ensure the achievement of the WASH-related output results in the country programme. The Manager provides authoritative advisory services to government and sector support agencies, and interacts with government at senior levels and with senior staff in the International Development Banks.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Management support to the Chief of WASH and Emergency Manager**
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**

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1. **Management support to the Chief of WASH and Emergency Manager**

   ▪ Advise the Chief of WASH and Emergency Manager in establishing the annual work plan and annual workplan outputs, activities and developmental priorities of WASH section staff, determining priorities and performance measurements. Monitor workplan implementation, to ensure that WASH output results are achieved to schedule and performance standards. Report critical issues to the Emergency Manager and Chief of WASH for timely action.

   ▪ Provide technical advice to WASH section staff on all aspects of programming and implementation.

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2. **Programme development and planning**

   ▪ Draft the WASH inputs for the situation analysis. Provide comprehensive and current data to inform WASH policy and programme development, planning, management and implementation. Keep abreast of WASH sector developments, for maximum efficiency and effectiveness in WASH programme design, management and implementation.

   ▪ Work collaboratively with colleagues and partners to discuss national WASH priorities, resources, strategies and methodologies to ensure the most strategic use of the collective resources of external support agencies.

   ▪ Participate in strategic WASH programme planning discussions and the formulation of the WASH outcome and output results, related indicators, baselines, targets and means of verification, ensuring alignment with the 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 external support agencies.

   ▪ Prepare WASH donor proposals, ensuring alignment with the WASH output results in the country programme.

3 **Programme management, monitoring and delivery of results**

   ▪ Draft documentation for programme reviews and analytical statements on progress and constraints of WASH outcome and output results.

   ▪ Provide technical and operational support throughout all stages of programming processes for the achievement of the WASH output results. Ensure effective collaboration with other UNICEF sectors, where needed.

   ▪ With other external support agencies, analyze national government WASH sector programmes and projects, 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 partners and prepare reports for the Emergency Manager, Chief of WASH/CSD and CO management.

   ▪ 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. Report issues to the Emergency Manager, Chief of WASH/CSD, for timely resolution.

   ▪ Prepare sectoral progress reports for management, donors and partners.

4 **Advisory services and technical support**

- Participate in strategic discussions to influence national WASH policies and strategies, including the reduction of inequalities, contributing global sector learning.

- Advise senior officials in government, NGOs, UN agencies and WASH sector donor agencies on WASH policies, strategies and best practices.

- Draft policy papers, briefs and other strategic materials for use by management, donors, UNICEF regional offices and headquarters.

- Plan for the 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.

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.

- Support analysis of national budgets for WASH, 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.

- Participate in inter-agency discussions, ensuring that UNICEF's position, interests and priorities are fully considered and integrated in the planning and agenda setting.

- Interact with global and regional initiatives and partnerships for WASH.

6 Humanitarian WASH preparedness and response

- Manage all aspects of UNICEF's preparedness for WASH in emergencies.

- Ensure the coordination arrangements for humanitarian WASH are in place, 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 leadership/managerial role in an emergency response and early recovery, as and when the need arises.

7 Innovation, knowledge management and capacity building

- Manage the implementation, monitoring and documentation of WASH action research and innovation (technical or systems), ensuring rigorous monitoring and wide sharing of results.

- Prepare learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development.

- Support the professional development of UNICEF WASH staff, to ensure our sector capacity remains up-to-date with latest developments.

- Initiate and contribute to the systematic assessment of WASH sector capacity gap analysis, in collaboration with government and other stakeholders, and support the design of initiatives to strengthen capacities systematically.

- 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 level 4 WASH Manager 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.

V. **UNICEF values and competency Required (based on the updated Framework)**

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

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)

or

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

VI. Recruitment Qualifications

Education:	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.
	Additional relevant post-graduate courses that complement/supplement the main degree are required.
Experience:	

	DEVELOPMENTAL: A minimum of eight years of professional experience in WASH-related programmes for developing countries is required. One year of deployment in a developing country is required. HUMANITARIAN: At least six months of work in humanitarian situations, including one three-month deployment mission (with UN-Govt-INGO), is required.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) 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	Expert knowledge of three components and basic knowledge of five components
1. Humanitarian WASH - preparedness 2. Humanitarian WASH - response and recovery	In-depth knowledge of both components
1. Humanitarian WASH – coordinating the response	In-depth knowledge of concept and UNICEF role
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
1. Human rights and WASH 2. Gender equality and WASH	In-depth knowledge