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|  | **UNITED NATIONS CHILDREN’S FUND**  **(GENERIC) JOB PROFILE** |

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| **I. Post Information** | |
| Job Title: **Emergency WASH Officer**  Supervisor Title/ Level: **Chief of WASH**  Organizational Unit: **Programme**  Post Location: **Dhaka, UNICEF Bangladesh** **Country Office** | Job Level: **Level 2**  Job Profile No.: **BAN22028**  CCOG Code: **1B06e**  Functional Code: **WSH**  Job Classification Level: **Level 2** |

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| 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**: This Emergency WASH Officer level 2 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  **Purpose of the job:** The Emergency WASH Officer reportsto the Chief of WASH and will provide this support as WASH cluster coordinator at the national level. At the same time, S/he will support the WASH section in UNICEF related humanitarian response in accordance with UNICEF’s Core Commitment for Children in Emergencies (CCCs) and national and international humanitarian standards if required. S/he will also support resource mobilization and policy advocacy efforts relating to WASH emergency response. The Emergency WASH Officer will also provide technical, operational and administrative assistance throughout the WASH programming process. The Officer prepares, manages and implements a variety of technical and administrative tasks, related to the development, implementation, monitoring and evaluation of the emergency WASH output results of the country programme. |

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| III. Key function, accountabilities and related duties/tasks |
| **Summary of key functions/accountabilities:**   1. **Coordination mechanisms** 2. **Humanitarian Needs assessment, analysis and strategy development** 3. **Effective Management of Assigned UNICEF WASH in Emergency Responses** 4. **Programme management, monitoring and delivery of results** 5. **Technical and operational support for programme implementation** 6. **Networking and partnership building** 7. **Innovation, knowledge management and capacity building** |
| 1. **Coordination mechanisms**  * Support the national and local authorities to ensure coordination mechanisms between all WASH humanitarian partners, including effective links, communication and information management, as well as technical working groups and/or sub-national coordination platforms as appropriate. * Support the national and local authorities to ensure the inclusion of key WASH humanitarian partners in a way that respects their mandates and programme priorities as well as civil society and other actors working and related to the WASH sectoral response. * Ensure information on all current and potential WASH partners, their capacities and areas of work (including Who, What, Where and When) are properly collected, analysed and fed back to partners * In coordination with the DPHE and MoDMR co-lead and prepare coordination meetings according to guidelines and represent the WASH sector in coordination meetings with Government Institutions and participate to coordination efforts led by MoMDR (Information Management, multi-sectorial Emergency preparedness plan, multi-sectorial assessment). |
| 1. **Humanitarian Needs assessment, analysis and strategy development**  * Support effective and coherent WASH assessment and analysis involving all relevant partners, including the identification of gaps and implementation of sectoral responses through collective delivery, involving all relevant partners and ensuring complementarity of their actions. * Support the Government to ensure WASH sector and its partners and technical working groups to: * agree on technical standards, strategies, and action plans, in line with national relevant policies, guidelines and governmental commitments. * are aware of relevant policies, guidelines, technical standards and relevant commitments that the Government and national and sub national authorities have undertaken under international human rights law; and that sectoral response is in line with them. * develop an exit/transition strategy for the WASH sector and key sector partners. * Facilitate integration of agreed priority cross-cutting issues in WASH assessments, analysis, planning, monitoring and response (e.g. age, diversity, environment, gender, HIV/AIDS and human rights) as well as the utilization of participatory and community-based approaches in WASH design, implementation, monitoring and evaluation of the WASH response. * Facilitate WASH humanitarian responses build on local capacities. * Ensure adequate WASH related contingency planning and preparedness for potential significant changes * Promote WASH emergency response actions while ate the same time considering WASH within early recovery planning as well as prevention and risk reduction concerns. |
| 1. **Effective Management of Assigned UNICEF WASH in Emergency Responses**  * Update the Emergency Preparedness Platform for BCO, with specific focus on the WASH inputs corresponding to the agreed risks and scenarios for 2017-2020 * In the event of an emergency, support the Chief of Field Services and the Chief WASH by ensuring flow of information and communication for emergency WASH response, as well as in collating information from the Field Offices towards the development of a SitRep. * In coordination with Field Offices/OICs and WASH Staff in FO, identify availability of resources for anticipated emergencies and support the supply and logistics planning as per emergency preparedness plan and contingency plan * In relation of FO, identify implementing/operational partners and support FOs and establish implementing arrangements including preparation of needed documents for implementing the assigned projects. * Implement and manage Emergency response of the WASH Section Rolling Work Plan in coordination with Field offices. Undertakes field visits to emergency project areas, to assess local conditions and monitor project progress. Make technical decisions on project administration (e.g., activates, requests or re-programmes allocation of emergency funds). * Ensure that the project funds are properly utilized, managed and reported duly considering UNICEF procedures and internal timelines. * Contribute to the preparation of quality reporting on the project progress and completion including identification of potential human-interest stories. * Emergency preparedness and response strategies are mainstreamed in Sectoral work plans. Sectoral input is provided for all related documents for the office’s Emergency Preparedness and Response, as well as for the Situation Analysis and the Country Programme Document. * Contribute to the preparation of Emergency appeals and project proposals (Flash Appeal, CAP, ERF/CHF, CERF), and concerted efforts are put forward to mobilize donor response and recovery/rehabilitation-related funding. * Communicates and advocates on the situation and needs of children through local and international media, as appropriate. * Support risk-informed programming in BCO |
| 1. **Programme management, monitoring and delivery of results**  * Work collaboratively with colleagues and partners to collect/analyze/ share information on implementation issues, provide solutions on routine programme implementation and alert appropriate officials and stakeholders for higher-level interventions and/or decisions. Keep records 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 reports on results for required action/interventions at the higher level of programme management. * 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. |
| 1. **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. * 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. |
| 1. **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. * Draft communication and information materials for WASH programme advocacy to promote awareness, establish partnership/alliances and support fund-raising for WASH. * Participate in inter-agency meetings on UNDAF planning, to integrate and harmonize UNICEF output results and implementation strategies with UNDAF development and planning processes. * Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes. |
| 1. **Innovation, knowledge management and capacity building**  * Assist in the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems). * Assist in the preparation of learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development. * Assist in creating and delivering learning opportunities for UNICEF WASH staff, to ensure our sector capacity remains up-to-date with latest developments. * Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders. |

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| IV. Impact of Results |
| The support provided by the Emergency 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. |

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| V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles) |
| **Core Values**   * Care * Respect * Integrity * Trust * Accountability   **Core Competencies**   * 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)   **Functional Competencies**   * Analyzing (2) * Applying technical expertise (2) * Learning and researching (2) * Planning and organizing (2) |

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| **VI. Recruitment Qualifications** | |
| Education: | An advanced university degree in one of the following fields is required: engineering sciences, environmental sciences, public health, social sciences, behavior change communication, sanitary engineering, or another relevant technical field.  *(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)*  Additional relevant post-graduate courses that complement/supplement the main degree are a strong asset. |
| Experience: | DEVELOPMENTAL: a minimum of two years of professional work experience in WASH-related programmes for developing countries is required.  HUMANITARIAN: nil |
| 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 |

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| **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 | Basic knowledge of six of the eight components |
| 1. Humanitarian WASH - preparedness 2. Humanitarian WASH - response and recovery | Basic knowledge of one component |
| 1. Humanitarian WASH – coordination of the response | Basic knowledge |
| 1. Programme/project management 2. Capacity development 3. Knowledge management 4. Monitoring and evaluation | Basic knowledge of all four components |
| 1. Human rights and WASH 2. Gender equality and WASH | Basic knowledge |

**Child Safeguarding Certification**

**(to be completed by Supervisor of the post)**

[**Child Safeguarding**](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) refers to proactive measures taken 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.

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| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below. | ☐ Yes ☐ No |
| 2a. Is this a Direct\* contact role?  2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.  *\*“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.* | ☐ Yes ☐ No  ☐ Yes ☐ No |
| 3a. Is this a Child data role? \*:  3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)  *\* “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”.* | ☐ Yes ☐ No  ☐ Yes ☐ No |
| 4. Is this a Safeguarding response role\*  *\*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* | ☐ Yes ☐ No |
| 5. Is this an Assessed risk role\*?  *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-1); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-2).* | ☐ Yes ☐ No |

End.

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). [↑](#footnote-ref-1)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-2)