

**UNICEF Mexico Country Office  
Temporary Appointment  
Terms of Reference [TOR]**

<b>Post Title</b>	<b>WASH Officer</b>	<b>Post Level</b>	NO-1
<b>Supervisor's title</b>	Chief Field Office	<b>Supervisor's Level</b>	NO-3
<b>Contract duration</b>	356 days	<b>Duty Station</b>	Ciudad Juárez, Chihuahua, México

**JOB 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.

In recent months there has been a substantial increase in the population in human mobility destined for the United States, crossing Mexico. At the border points of Ciudad Juárez, shelters are set up to accommodate and care for the migrant population, who are receiving families in extreme vulnerability with children and adolescents. The shelters, however, lack adequate infrastructure for water, sanitation, and hygiene (WASH) services, including toilets, sinks, and hygiene supplies. UNICEF Mexico is responding to the human mobility emergency in Ciudad Juárez, seeking to meet the basic needs of children and adolescents and their families, who are awaiting their immigration procedures.

The objective of this assignment is to be able to support the WASH program for the migration response on the northern border of Mexico with the United States, in Ciudad Juárez (state of Chihuahua). The officer will provide technical and administrative assistance in identifying water, sanitation, and hygiene needs in 20 migrant shelters, and will accompany the implementation and monitoring of actions, such as the construction or installation of infrastructure and capacity building for hygiene promotion and distribution of supplies and hygiene kits.

This will be done jointly with public institutions and civil society, in conjunction with the UNICEF field team, under the supervision of the Chief Field Office (NO-3) in Ciudad Juárez, with technical supervision of the WASH Specialist (P-3) in the Mexico Country Office.

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.

For more information related to the work of our organization in Mexico, please visit our website: [UNICEF Mexico](#) and our latest Annual Report 2022: [Informe Anual 2022 UNICEF México](#)

## KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

### 1. Programme development and planning

- Collect, analyse, verify and synthesize information on WASH to facilitate programme development, design and preparation in Ciudad Juárez.
- 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 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 in Ciudad Juárez.

**4. Humanitarian WASH preparedness and response**

- 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.
- Study and fully understand 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 local government counterparts and local 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 to Ciudad Juárez. .
- Participate in inter-agency meetings/events on WASH programming to collaborate with inter-agency partners/colleagues on UNSCDF operational planning and preparation of WASH programmes/projects and to integrate and harmonize UNICEF output results and implementation strategies with UNSCDF development and planning processes.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

**6. 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.

**DELIVERABLES / OUTPUT**

- Quantifiable Development of Water and Sanitation Infrastructure in Shelters for Children and Adolescents in Mobility Situations in Ciudad Juarez.
- Coordination and Institutionalization of the WASH (Water, Sanitation, and Hygiene) Committee in Schools, including the development of annual work plans with deliverables.
- Coordination and Institutionalization of the WASH Committee in Emergencies, including the development of annual work plans with deliverables.

- Development of an intervention plan for water and sanitation in the Sierra Tarahumara region, emphasizing access to uncontaminated water.
- Strengthening the capacities of teachers and public officials in menstrual hygiene management.

### REQUIRED QUALIFICATIONS

<b>Education</b>	<ul style="list-style-type: none"> <li>▪ A Bachelor's degree preferably in public health, engineering, sanitary engineering, social sciences or any other relevant field of discipline.</li> <li>▪ Additional relevant post-graduate courses that complement/supplement the main degree is a strong asset.</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>▪ One year of professional work experience in WASH-related programmes for developing countries.</li> <li>▪ Professional experience in WASH-related programs in emergencies is a strong asset.</li> <li>▪ Experience working with migration on the northern border of Mexico is an advantage.</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>▪ Fluency in Spanish</li> <li>▪ Intermediate level of English is required, but complete fluency is preferred.</li> </ul>

### UNICEF VALUES AND COMPETENCY REQUIRED (BASED ON THE UPDATED FRAMEWORK)

Core values of care, respect, integrity, trust, and accountability.

UNICEF competencies required for this post are:

(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3) Drive to achieve results for impact (4) Innovates and embraces change (5) Manages ambiguity and complexity (6) Thinks and acts strategically (7) Works collaboratively with others

[UNICEF is committed to diversity and inclusion within its workforce](#), and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks, and reasonable accommodation for persons with disabilities. UNICEF strongly encourages the use of flexible working arrangements.

UNICEF has a zero-tolerance policy on conduct incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and

background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.