



UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

I. Post Information

Job Title: **WASH Officer (MEAL and Knowledge Management)**
 Supervisor Title/ Level: **WASH Specialist MEAL (Level 3)**
 Organizational Unit: **Programme**
 Post Location: **Country Office**

Job Level: **Level 1**
 Job Profile No.: 129204
 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.

Purpose of the job: The WASH Officer (MEAL and Knowledge Management) reports to WASH Specialist who is at **Level 3**. The WASH Officer provides professional technical, operational, and administrative assistance throughout the process of monitoring and evaluation of WASH programming. This is done through setting up sector information systems to collect, analyze, present and document programme information. The objective is 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. Focus specifically on monitoring and evaluation of WASH activities.
- 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.
- Define, document, and disseminate the procedures for data collection, treatment, analysis, and usage across the monitoring of program, sector, and water resources monitoring. Manage these knowledge products in a systematic and easily communicable way. Ensure compliance by section stakeholders to defined data collection and validation processes.

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.
- 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.

4. Humanitarian WASH preparedness and response

- Assist with data collection (5W) to inform emergency response.
- 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 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/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.
- 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.
- Train relevant stakeholders on data collection tools and WASH activity monitoring.

IV. Impact of Results

The support provided by the level 1 WASH officer (MEAL and Knowledge Management) 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.

The WASH Officer (MEAL and Knowledge Management) will participate actively in the development and operation of the mWater-based WASH management system, its application for sector monitoring, and the management of water resources data. The WASH Officer will also ensure a positive impact to the WASH Section's work by documenting and sharing externally its achievements.

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) 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)

VI. Recruitment Qualifications

Education:	A first university degree in one of the following fields is required: public health, social sciences, physical sciences, hydrogeology, behavior change communication, sanitary engineering, or another relevant technical field.
Experience:	A minimum of one year of professional experience in WASH-related programmes including monitoring and evaluation for developing countries is required. Previous experience managing water resource or WASH sector data to inform policy, planning and coordination is preferred.
Language Requirements:	Fluency in French is required. Knowledge of English is an asset.

VII. Technical requirements

<ol style="list-style-type: none"> 1. Water supply for low- and middle-income countries - including water safety, sustainability 2. Sanitation for low- and middle-income countries, including sustainability; applying CATS principles 3. Management of mWater-based WASH information systems 4. Management of water resource and technical groundwater information 5. Monitoring of WASH sector information 6. WASH-in-Schools and Health Centres monitoring for JMP indicators 7. Monitoring of program activities and results 8. Management of data in a humanitarian context 	Basic knowledge of four of the eight components
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1. Humanitarian WASH - preparedness 2. Humanitarian WASH - response and recovery	Nil
1. Programme/project management 2. Capacity development 3. Knowledge management 4. Monitoring and evaluation	Basic knowledge of two of the four components
1. Human rights and WASH 2. Gender equality and WASH	Basic knowledge