

UNITED NATIONS CHILDREN'S FUND

GENERIC JOB PROFILE

JOB TITLE: WASH Officer (Infrastructure) JOB LEVEL: NOA TA LOCATION: Antananarivo, Madagascar	CCOG CODE:1A02 FUNCTIONAL CODE: PMA JOB CLASSIFICATION: P1/NOA
PURPOSE OF THE JOB <p>Under the direct supervision of the WASH Officer (Infrastructure) NOB and the overall guidance of the WASH Specialist P3, provide professional technical assistance to infrastructure activities of the WASH Section.</p> <p>The WASH Officer (Infrastructure) NoA 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. He/she focuses on WASH Infrastructure projects, collaborating closely with relevant WASH colleagues at Antananarivo and in the field, as well as the Supply Section.</p>	
KEY END-RESULTS EXPECTED <ol style="list-style-type: none"> 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 	
KEY ACCOUNTABILITIES and DUTIES & TASKS <ol style="list-style-type: none"> 1. <u>Programme development and planning</u> <ul style="list-style-type: none"> • Collect, analyze, verify and synthesize information on WASH infrastructure construction to facilitate programme development, design and preparation. • 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 around WASH Infrastructure. • Provide technical and administrative support throughout all stages of programming processes by executing/administering a variety of technical and contracting transactions, preparing materials/documentations, complying with organizational processes and management systems (e.g. Vision), to support progress towards the WASH-related outcome and/or output results in the Country Programme. This includes the preparation of TORs for WASH infrastructure construction, designs for WASH infrastructure, NFRs for contract changes, and other relevant documentation required to contract WASH infrastructure services. • Prepare required documentations/materials to facilitate review and approval processes. 2. <u>Programme management, monitoring and delivery of results</u> <ul style="list-style-type: none"> • Work collaboratively with colleagues and partners to collect/analyze/ share information on WASH infrastructure construction issues, suggest solutions on 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 relevant counterparts and prepare minutes/reports on results 	

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for follow up action by higher management and other stakeholders. Use the mWater platform for monitoring of key WASH infrastructure data.

- Monitor and report on the use of WASH 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.
- Track WASH infrastructure and goods contracts to make sure contracts are evaluated, closed or extended in due time.
- 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.
- Provide technical and operational support to government counterparts, NGO partners, and construction companies on the application and understanding of UNICEF policies, strategies, processes and best practices in WASH, to support programme implementation.
- Organize regular remote communication with stakeholders on infrastructure projects to track advancement and provide recommendations where necessary.

4. 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 infrastructure implementation and build capacity of stakeholders to achieve WASH output results.
- Participate in inter-agency meetings/events on WASH programming to collaborate with inter-agency partners/colleagues on planning and preparation of WASH programmes/projects and to integrate and harmonize UNICEF output results and implementation strategies with UNDAF development and planning processes.

5. 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.

Recruitment Qualifications

1. Education

A first university degree (i.e. Bachelor's degree or equivalent) in one of the following fields is required: Contract management, hydraulic engineering, civil engineering, Hydrogeology, environmental engineering or another relevant technical field.

2. Experience

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A minimum of one (1) years of relevant professional experience in WASH-related programmes, monitoring, infrastructure supervision, contract management and/or other directly related technical fields is required.

Contracting/Supply experience is considered as an asset.

3. Language Requirements

Fluency in French and working knowledge of English is required.

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

i) Core Values

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

ii) 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)

5. Technical Knowledge

a) Specific Technical Knowledge Required

- Rights-based and Results-based approach and programming in UNICEF.
- Climate change sensitive approaches and programming (climate change adaptation, mitigation and resilience building) and links to nutrition, social policy, WASH, child protection, Social Behavioral Change, communication, gender, adolescence, health, education, or other UNICEF thematic.
- Climate and environmental sustainability approaches and programming
 - UNICEF programme policy, procedures and guidelines in the Manual.

b) Common Technical Knowledge Required

- Methodology of programme/project management
- UNICEF programmatic goals, visions, positions, policies and strategies.
- Knowledge of global human rights issues, specifically relating to children and women, and the current UNICEF position and approaches.
- UNICEF policies and strategy to address on national and international issues, particularly relating to conflicts, natural disasters, and recovery.
- UNICEF emergency programme policies, goals, strategies and approaches.
- Gender equality and diversity awareness

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