



## UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

### I. Post Information

Job Title: **WASH Specialist**  
 Supervisor Title/ Level: **Chief of field office (level 5)**  
 Organizational Unit: **Programme**  
 Post Location: **Qamishli field office**

Job Level: **Level 3**  
 Job Profile No.:  
 CCOG Code: **1B06e**  
 Functional Code: **WSH**  
 Job Classification Level: **Level 3**

### 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 Specialist level 3 GJP is to be used in a **field office** where the WASH Programme is a **major** component of the Country Programme (or CCPD). The WASH Specialist reports to **the Chief of field office at level 5**

**Purpose of the job:** The WASH Specialist reports to the **Chief of field office (level 5)** for guidance and general supervision **while receiving technical advice from the Chief of the WASH Section (level 5)**. The Specialist supports the development, preparation, management, implementation, monitoring and evaluation of the WASH programme within the country programme. The Specialist provides technical guidance and management support throughout the programming processes, to facilitate the administration and achievement of the WASH-related output results in the country programme.

### III. Key functions, 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

- Draft the WASH inputs for the field situation analysis. Provide timely, comprehensive, and up-to-date data to guide WASH policy and programme development, planning, management, and implementation at the field level. Stay updated with WASH sector development trends for optimal efficiency and effectiveness in field programme design, management, and implementation.
- **Engage** in strategic WASH programme planning discussions pertinent to the field. **Develop** WASH donor proposals, ensuring they are in line with UNICEF's Strategic Plan, UNICEF's global WASH strategy, the Field programme, local government plans, priorities, and the contributions of other external support agencies.
- **Aid in shaping the** WASH outcome and output results, alongside associated indicators, baselines, targets, and means of verification for the field. Prepare necessary documentation for field programme reviews.
- **Collaborate** with colleagues and partners at the field level to discuss strategies and methodologies for the realization of WASH output results.
- **Offer** technical and operational support through all phases of field programming processes and ensure that WASH initiatives are integrated, coherent, and harmonized with other UNICEF sectors at the field level for the successful achievement of WASH results.
- Draft designated sections of the field's annual work plan, closely working with government and other local counterparts.

#### 2 Programme management, monitoring and delivery of results

- **In collaboration** with other external support agencies, bolster the field office's engagement with national government WASH sector monitoring systems. Prioritize WASH outcomes (behaviors) and utilize sector-specific bottleneck analysis tools such as WASH-BAT, CSOs, and SDAs, emphasizing the field office's objectives.
- **Engage actively** in monitoring, evaluation exercises, program reviews, and annual sectoral reviews within the field office's purview, alongside government and other local counterparts. **Generate reports outlining findings, to facilitate necessary interventions and actions at the field office's higher program management.**
- **Examine and assess monitoring and evaluation reports within the field office context to pinpoint gaps,** strengths, weaknesses in programs and management. Dedicate effort to identify and document lessons learned that pertain to the field office's operations.

### **3 Technical and operational support for programme implementation**

- Actively monitor UNICEF-supported activities through field visits, surveys and exchange of information with partners, to assess progress, identify bottlenecks and potential problems and take timely decisions to resolve issues and/or refer to relevant officials for timely interventions.
- 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.
- Plan for 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.
- Participate in WASH programme meetings, to review progress, with government, other sector agencies and implementation partners, involved at various stages of WASH programme implementation, to provide expert advice and guidance.
- Draft policy papers, briefs and other strategic materials for use by management, donors, UNICEF regional offices and headquarters.

### **4 Humanitarian WASH preparedness and response**

- Prepare requisitions for supplies, services, long-term agreements and partnership agreements to ensure UNICEF is prepared to deliver on its commitments for WASH in case of an emergency.
- Contribute to the coordination arrangement for humanitarian WASH, 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 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.
- Prepare 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 UNDAF development planning and agenda setting.

#### **• Innovation, knowledge management and capacity building**

- Lead the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems).
- Prepare learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development.

- Create and deliver learning opportunities for UNICEF WASH staff, to ensure our sector capacity remains up-to-date with latest developments.
- Contribute to the systematic assessment of WASH sector capacity gap analysis, in collaboration with government and other stakeholders, and support the design of initiative 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 WASH specialist 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)**

**Core Values**

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

**Core Competencies (For Staff with Supervisory Responsibilities) \***

- 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)

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:	<p>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.</p> <p>Additional relevant post-graduate courses that complement/supplement the main degree are a strong asset.</p>
Experience:	<p>DEVELOPMENTAL: a minimum of five years of professional experience in WASH-related programmes for developing countries is required.</p> <p>One year of deployment in a developing country is required.</p> <p>HUMANITARIAN: At least one three-month deployment mission in a humanitarian situation (with UN-Govt-INGO) is required.</p>

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

<ol style="list-style-type: none"> <li>1. Rural water supply for low- and middle-income countries - including water safety, sustainability</li> <li>2. Rural sanitation for low- and middle-income countries, incl sustainability; applying CATS principles</li> <li>3. Urban sanitation for low- and middle-income countries, incl sustainability</li> <li>4. Handwashing with soap</li> <li>5. WASH-in-Schools and Health Centres</li> <li>6. Menstrual hygiene management</li> <li>7. National government WASH policies, plans and strategies</li> <li>8. Analysis of national budgets and expenditure for basic WASH, and related advocacy</li> </ol>	Expert knowledge of three components and basic knowledge of three components
<ol style="list-style-type: none"> <li>1. Humanitarian WASH - preparedness</li> <li>2. Humanitarian WASH - response and recovery</li> </ol>	Basic knowledge of both components
<ol style="list-style-type: none"> <li>1. Humanitarian WASH – coordination of the response</li> </ol>	Basic knowledge
<ol style="list-style-type: none"> <li>2. Programme/project management</li> <li>3. Capacity development</li> <li>4. Knowledge management</li> <li>5. Monitoring and evaluation</li> </ol>	Expert knowledge of two components and basic knowledge of the other two components
<ol style="list-style-type: none"> <li>1. Human rights and WASH</li> <li>2. Gender equality and WASH</li> </ol>	In-depth knowledge