oui

	UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

I. Post Information

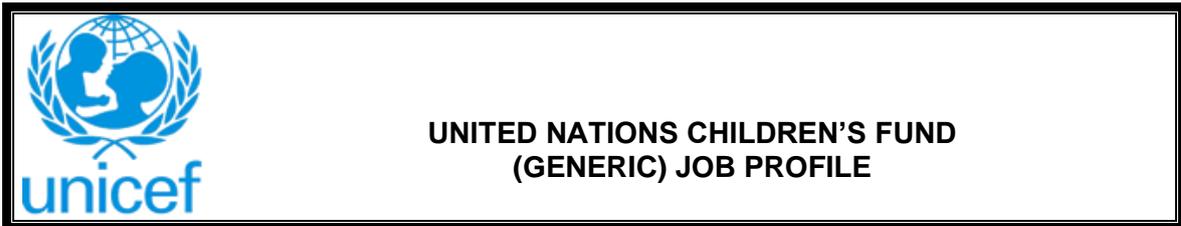|	
Job Title: **WASH Officer – WASH in Institutions** Supervisor Title/ Level: **WASH Specialist (Sanitation) P4 (Maputo based)** Organizational Unit: **Programme** Post Location: **Maputo, Mozambique**	Job Level: **NOB** Job Profile No.: CCOG Code: Functional Code: **WSH** Job Classification Level:

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:

UNICEF Mozambique WASH programme works at national and decentralized level, with a variety of interventions covering both Enabling Environment, Field Implementation, Emergency preparedness and response, with a strong focus in supporting the Government of Mozambique to deliver WASH services according to national strategies and goals (service delivery through capacity building). The WASH Officer NOB (WASH in Institutions) is part of the WASH component of the Maputo Office, reporting to the Sanitation Specialist P4.

Purpose of the job: The WASH Officer (with focus on WASH in Institutions) provides technical, operational and administrative support 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 WASH output results of the country programme, focused but not limited to WASH in Institutions component, including related activities in other components of the WASH programme supported by UNICEF Mozambique.

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**

- Prepares updates for WASH in the situation analysis at provincial level, to inform the development of WASH-related outcome and output results, focusing on the WASH in Institutions and other related components. Research and report on trends in WASH, for use in programme development, management, monitoring, and evaluation.

- Prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevance of information.

- Contribute to the development/establishment of WASH, (especially, WASH in Institutions) related outcome and output results, as well as related strategies, through analysis of WASH sector needs and priorities, with a focus on the water supply specific areas. Ensures harmonization and compliance with Government of Mozambique WASH sector regulation, standards, norms and technical approaches.

- Provides technical support to Government entities for the prioritization, planning, implementation, monitoring and evaluation of WASH in Institutions specific activities, including those within other components of the UNICEF supported WASH programme such as Water Supply, Sanitation and Emergency response, etc.

- 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, especially, Water in Institutions.

- 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, 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.

- Provide technical support to government decentralized entities – through on-the job training – for the implementation of WASH activities, including support in the definition of technical designs for specific water supply, sanitation and related interventions, monitoring of their implementation to ensure achievement of planned results.

- 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.

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.

- Monitor the programmatic and financial implementation of UNICEF supported implementation agreements for water supply and related activities, including providing technical support to implementing partners to ensure timely implementation and achievement of results of field activities.

4   Humanitarian WASH preparedness and response

- Study and fully understand UNICEF's procedures for responding in an emergency.

- Support Government decentralized entities and partners at decentralized level in the identification and analysis if risks, and their impact over access to water supply and sanitation, especially in Institutions, and put in place preparedness and contingency mechanisms to ensure UNICEF is prepared to deliver on its commitments for WASH in case of an emergency.

- In the event of an emergency, as and when the need arises., provide technical and operational support for UNICEF Mozambique emergency response and early recovery, including preparation and monitoring of implementation agreements (supplies, partnership, etc.) through Government or Civil Society (I/NGOs).

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 (especially for the WASH in Institutions component) programme advocacy to promote awareness, establish partnership/alliances and support fund-raising for WASH.

- 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), especially for the WASH in Institutions component.

- Assist in the preparation of learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development, especially for the WASH in Institutions component.

- 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 (WASH in Institutions) 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.

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

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)

*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:	A Bachelors degree in one of the following fields is required: Civil engineering, Hydrogeology, and or water and sanitation engineering. 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: experience in planning and implementation of emergency response in the WASH sector is an asset.

Language Requirements:	Fluency in Portuguese is required Proficiency in English and other local languages is a strong asset.

VII. Technical requirements

1. National government WASH in Institutions policies, plans and strategies 2. WASH in institutions (Schools and Health Care Facilities) - infrastructure component) 3. Analysis of national budgets and expenditure for basic WASH in Institutions, and related advocacy 4. Handwashing with soap 5. Rural, small towns and urban water supply for low- and middle-income countries – including water safety, sustainability in the operation, management and use of water supply services and sources 6. Rural sanitation for low- and middle-income countries, incl sustainability; applying CATS principles 7. Urban sanitation for low- and middle-income countries, incl sustainability Menstrual hygiene management 8. Decentralized planning and implementation processes and procedures for the WASH sector in Mozambique	Expert knowledge of the fourth first components and basic of the rest 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
2. Programme/project management 3. Capacity development 4. Knowledge management 5. Monitoring and evaluation	Basic knowledge of all four components
1. Human rights and WASH 2. Gender equality and WASH	Basic knowledge