

## TERMS OF REFERENCE

<b>Post Title</b>	WASH Officer
<b>Proposed level</b>	NOB
<b>Duration</b>	364 days
<b>Start Date</b>	1 June 2022
<b>Duty Station</b>	Sana'a Field Office
<b>Reporting to</b>	WASH Specialist in Sana'a Field Office

### BACKGROUND & ORGANIZATIONAL CONTEXT

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 favouritism. 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:

This WASH Officer level 2 GJP is to be used in a Sana'a Field Office where WASH is a substantial component of the Country Programme (or CCPD). The WASH Officer reports to the WASH Specialist (Level 3).

### PURPOSE OF POST

The WASH Officer reports to the WASH Specialist who is at level 3 in Sana'a Field Office for guidance and general supervision. The WASH Officer provides technical, operational and administrative assistance 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.

### MAIN DUTIES AND RESPONSIBILITIES

#### 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
7. Chair the WASH Sub-cluster in Sanaa Hub and conduct its regular tasks

#### 1. Programme development and planning

- Draft updates for WASH in the situation analysis, to inform the development of WASH-related outcome and output results. 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-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. 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.

## **3. 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.
- 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.

#### **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 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 on UNDAF planning, 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.

#### **5 Humanitarian WASH preparedness and response**

- Draft 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.
- 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.

#### **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.

#### **7. Chair the WASH Subcluster in Sana'a Hub and conduct regular tasks related to this.**

##### **MINIMUM QUALIFICATIONS**

###### **Education:**

- Bachelor's degree in civil, Architectural, mechanical or Electrical Engineering is required.

###### **Experience:**

- A minimum of two years of professional work experience in WASH-related programmes in developing countries is required.
- Experience in working with UN agencies is required.

**Language Requirements:**

- Fluency in English and Arabic are required

**COMPETENCIES**

**Core Values (Required)**

- Care
- Respect
- Integrity
- Trust
- Accountability

**Core Competencies (Required)**

- Demonstrates Self Awareness and Ethical Awareness
- Works Collaboratively with others
- Builds and Maintains Partnerships
- Innovates and Embraces Change
- Thinks and Acts Strategically
- Drives to achieve impactful results
- Manages ambiguity and complexity

**DUTY STATION:**

**Sana'a Field Office**

**Prepared by:**

Maysoun Alhaj Omar  
WASH Specialist  
UNICEF Yemen

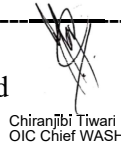


**Date**

17-April-2022

**Reviewed by:**

Dominique Porteaud  
Chief WASH  
UNICEF Yemen



Chiranjibi Tiwari  
OIC Chief WASH

**Date** 17 April 2022

**Endorsed by:**

Shadrack Omol or OIC/Boniface Kalanda  
Deputy Representative Programmes  
UNICEF Yemen

**Date**

**Approved by:**

Philippe Duamelle  
Representative  
UNICEF Yemen

**Date**

RGP