

**UNICEF Mexico Country Office
Temporary Appointment
Terms of Reference [TOR]**

Post Title	WASH Officer	Post Level	NO-1
Supervisor's title	Chief Field Office	Supervisor's Level	NO-3
Contract duration	364 days	Duty Station	Tapachula, Chiapas, México

JOB ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB

The UNICEF field office in Chiapas operates within the context of supporting and protecting the rights of children in one of Mexico's most diverse and culturally rich states. Chiapas is known for its significant Indigenous populations, important presence of children and families on the move, and profound socio-economic challenges. The state has high rates of poverty, inequality, and limited access to essential services such as education, healthcare, and clean water, which disproportionately affect children.

The UNICEF office in Chiapas focuses on various critical areas to improve the lives of children and adolescents. These areas include WASH, improving access to clean water, sanitation facilities, and promoting hygiene practices to prevent disease and improve health outcomes among children and their families.

UNICEF collaborates with local governments, non-governmental organizations, community groups, and other UN agencies to implement its programs. The overarching goal is to ensure that every child in Chiapas can realize their rights in alignment with the United Nations Convention on the Rights of the Child.

The WASH Officer (NO-1) reports to the Chief Field Office in Tapachula, with technical supervision of WASH Specialist P-3 in the Mexico Country Office.

The WASH Officer 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.

For more information related to the work of our organization in Mexico, please visit our website: [UNICEF Mexico](#) and our latest Annual Report 2022: [Informe Anual 2022 UNICEF México](#)

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

1. Programme development and planning

- Collect, analyse, verify and synthesize information on WASH to facilitate programme development, design and preparation in Tapachula
- 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
- 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.

3. Technical and operational support for programme implementation

- Undertake 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 in Tapachula

4. Humanitarian WASH preparedness and response

- Draft inputs for the preparation of WASH emergency preparedness, including the drafting of required supplies and services, long-term agreements, partnership agreements, and coordination mechanisms.
- 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 local government counterparts and local 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 to Tapachula.
 - Participate in inter-agency meetings/events on WASH programming to collaborate with inter-agency partners/colleagues on UNSCDF operational planning and preparation of WASH programmes/projects and to integrate and harmonize UNICEF output results and implementation strategies with UNSCDF 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.

DELIVERABLES / OUTPUT

- Collect, analyze, verify, and synthesize information on WASH to facilitate program development, design, and preparation in Chiapas Field Office.
- Prepare accurate and timely technical reports and inputs for program documentation.
- Assist in the development of WASH-related outcome and output results and strategies based on an analysis of WASH sector needs and priorities.
- Provide technical and administrative support throughout the programming process, including executing program transactions, preparing documentation, and ensuring compliance with organizational processes and management systems.
- Prepare necessary documentation to facilitate review and approval processes.

REQUIRED QUALIFICATIONS

Education	<ul style="list-style-type: none"> ▪ A Bachelor's degree preferably in public health, engineering, sanitary engineering, social sciences or any other relevant field of discipline.
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	<ul style="list-style-type: none"> ▪ Additional relevant post-graduate courses that complement/supplement the main degree is a strong asset.
Work Experience	<ul style="list-style-type: none"> ▪ One year of professional work experience in WASH-related programmes for developing countries. ▪ Professional experience in WASH-related programs in emergencies is a strong asset. ▪ Experience working with migration on the southern border of Mexico is an advantage.
Languages	<ul style="list-style-type: none"> ▪ Fluency in Spanish ▪ Intermediate level of English is required, but complete fluency is preferred.

UNICEF VALUES AND COMPETENCY REQUIRED (BASED ON THE UPDATED FRAMEWORK)

Core values of care, respect, integrity, trust, and accountability.

UNICEF competencies required for this post are:

(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3) Drive to achieve results for impact (4) Innovates and embraces change (5) Manages ambiguity and complexity (6) Thinks and acts strategically (7) Works collaboratively with others

[UNICEF is committed to diversity and inclusion within its workforce](#), and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks, and reasonable accommodation for persons with disabilities. UNICEF strongly encourages the use of flexible working arrangements.

UNICEF has a zero-tolerance policy on conduct incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.