



## UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

### I. Post Information

Job Title: <b>WASH Officer (Sanitation)</b> Supervisor Title/ Level: <b>WASH Manager P4, Post #118117</b> Organizational Unit: <b>Programme, WASH Section</b> Post Location: <b>Pemba, Mozambique</b>	Job Level: <b>NO-1</b> Job Profile No.: <b>120870</b> CCOG Code: <b>1B06e</b> Functional Code: <b>WSH</b> Job Classification Level: <b>NO-1</b>
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### 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 (Sanitation) NO-1 level support the management of the WASH component of the Cabo Delgado Office, and reports to the WASH Manager (P4 level) based in Pemba (Cabo Delgado province) with technical support from the WASH Manager (Sanitation) P4 level based at the Maputo Country Office.

#### **Purpose of the job:**

Reporting to the WASH Manager (P4) level, the WASH Officer (NO-1) supports the development, preparation, management, implementation, monitoring and evaluation of the WASH programme within the country programme, with main focus on the Sanitation component in the province of Cabo Delgado. The Officer 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

- Ensure availability of accurate, complete, and up-to-date information required for effective WASH programme and project design, implementation, management, monitoring and evaluation. Draft and sound WASH programme documents are to be made available for review by the supervisor during both development and emergency scenarios.
- Support the preparation of WASH donor proposals, ensuring alignment with UNICEF's Strategic Plan, UNICEF's global WASH strategy and the Country programme, as well as government plans and priorities, and the role of other external support agencies.
- Assist in the formulation of the WASH outcome and output results, related indicators, baselines, targets and means of verification, especially the Output related Sanitation in the province of Cabo Delgado.
- Work with colleagues and partners to discuss strategies and methodologies for the achievement of Sanitation output results. In close coordination with Maputo and other provincial offices, ensures harmonization and compliance with Government of Mozambique WASH sector regulation, standards, norms, and technical approaches.
- Provides technical support to Government decentralized entities for the prioritization, planning, implementation, monitoring and evaluation of WASH activities, with specific focus on sanitation, including those within other components of the UNICEF supported WASH programme such as WASH in schools, health care facilities, etc.
- Provide technical and operational support throughout all stages of programming processes and ensure integration, coherence and harmonization of WASH with other UNICEF sectors, for the achievement of the WASH output results.
- Support drafting of assigned sections of the annual work plan, in close cooperation with government and other counterparts, especially in the province of Cabo Delgado

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

- Though having a focus on sanitation for the technical side, the WASH officer NOA will support the management of the WASH activities in the geographical area covered by the Cabo Delgado office, in close coordination with Maputo based team.
- With other external support agencies, strengthen national government WASH sector monitoring systems, with a focus on WASH outcomes (behaviors), using bottleneck analysis tools available in the sector (WASH-BAT, CSOs, SDAs), especially in the province of Cabo Delgado.
- Provide technical support to government decentralized entities – through on-the job training – for the implementation of WASH activities, with a particular focus on sanitation related

interventions, monitoring of their implementation, liaising with Maputo Team for technical inputs, 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.
- Prepare/assess monitoring and evaluation reports to identify gaps, strengths/weaknesses in programmes and management, identify and document lessons learned.
- 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.

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

- Actively monitor UNICEF-supported activities for sanitation 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.
- Ensure the appropriateness of financial, administrative and supply documentation; verify that WASH programme expenditures are within allotments and that data is consistent with the programme information and transaction management and reporting systems (e.g., VISION, In Sight). Follow up on queries or initiate corrective action on discrepancies.
- 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, especially for Sanitation, to support programme implementation.
- 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, especially on Sanitation.

### **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 of risks, and their impact over access to water supply, 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**

- Support the representation of UNICEF Mozambique WASH programme in the day-to-day relationship with Government decentralized entities and act as liaison person for WASH sector in UNICEF at provincial level.

- 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, especially for Sanitation.

#### **6. Innovation, knowledge management and capacity building**

- Compile WASH programme implementation training and orientation materials to promote knowledge sharing with counterparts, WASH sectoral stakeholders, and Programme teams of relevant government institutions, donors and media.
- Support the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems), especially on Sanitation.
- Support the preparation of learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development, especially on Sanitation.
- 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.
- Support capacity building initiatives to enhance the competencies of stakeholders.

### **IV. Impact of Results**

The support provided by the WASH Officer (Sanitation) NO1 level 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

#### **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)

<b>VI. Recruitment Qualifications</b>	
Education:	<p>A bachelor's degree in one of the following fields: public health, social sciences, behavior change communication, WASH engineering or another relevant technical field is required.</p> <p>Additional relevant post-graduate courses that complement/supplement the main degree are a strong asset.</p>
Experience:	<p>DEVELOPMENTAL: a minimum of one year of professional experience in WASH-related programmes for developing countries is required, especially in Sanitation.</p> <p>HUMANITARIAN: at least one year experience in WASH in emergency response / humanitarian situation is required.</p>
Language Requirements:	Fluency in English and Portuguese is required.

<b>VII. Technical requirements</b>	
<ol style="list-style-type: none"> <li>1. Rural sanitation for low- and middle-income countries, incl sustainability; applying CATS principles</li> <li>2. Urban sanitation for low- and middle-income countries, incl sustainability</li> <li>3. National government Sanitation policies, plans and strategies</li> <li>4. Handwashing with soap</li> <li>5. WASH in institutions (Schools and Health Care Facilities)</li> <li>6. Analysis of national budgets and expenditure for basic Sanitation, and related advocacy WASH-in-Institutions,</li> <li>7. Menstrual hygiene management</li> <li>8. Rural water supply for low- and middle-income countries - including social elements for water safety, sustainability and community involvement.</li> </ol>	Expert knowledge of the four first components and basic knowledge of the rest of components
<ol style="list-style-type: none"> <li>1. Humanitarian WASH - preparedness</li> <li>2. Humanitarian WASH - response and recovery</li> </ol>	Expert knowledge of both components
<ol style="list-style-type: none"> <li>1. Humanitarian WASH – coordination of the response</li> <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