	Temporary Appointment – Request Form

I. Post Information

Job Title: Deputy WASH Cluster Coordinator Supervisor Title/ Level: Organizational Unit: Programme Section Type: Temporary Assignment (364 days) Post Location: Aden FO **FUNDING:** SM229910 **Duration: 364 days**	Job Level: P-3 Job Profile No.: CCOG Code: Functional Code: Job Classification Level: P-3

II. PURPOSE OF THE JOB (Principal Accountability)

Purpose for the job:
UNICEF Yemen is the WASH Cluster lead agency and has assigned a dedicated WASH Cluster coordinator at National Coordination Platform. The co-chair of the cluster is the Ministry of Water and Environment (MOWE). The Cluster is further supported by a dedicated Information Management Officers (IMOs) who are assisting data compilation and analysis and feeding back IM products to the cluster members. The Strategic Advisory Group (SAG) is active. Technical Working Groups (TWiGs) are activated for a limited time on needs basis. Subnational WASH clusters are active in all 7 hubs (Sa'ada, Sana'a, Hodeidah, Ibb, Ma'rib, Al Turba and Aden) led by double-hatting WASH Cluster coordinators at UNICEF Field Offices except Ma'rib and Al Turba where dedicated subnational coordinators have been contributed by WASH partners. All hubs will be supported by the Roving Cluster Coordinator.

The complex crisis of Yemen (IDPs, malnutrition, water-borne diseases, etc.) and security situation requires more integrated programming and strong reliance on local partners. At the same time, quality of the WASH response is not monitored as it should, but ad hoc field visits indicate there is need for improving the quality of the WASH emergency response. WASH cluster partners also have been requesting more support from the WASH cluster in terms of capacity building and technical guidance.

The Deputy WASH Cluster Coordinator in Aden AoR will lead the capacity building and technical guidance for the WASH cluster in Aden AoR under the control of the Internationally Recognized Government (IRG). This includes the development of a capacity development plan based on a capacity gap analysis and further informed by regular field monitoring. Technical guidance notes and minimum WASH packages should be updated for integrated programming, including WASH

and Nutrition, WASH emergency response for IDPs in different settlement situations, and WASH and outbreaks / communicable diseases (such as cholera and acute watery diarrhea). The Deputy WASH Cluster Coordinator should also lead capacity building initiatives on humanitarian principles, the cluster approach and IACS's agreed priority cross-cutting issues, namely human rights, HIV/AIDS, age, gender and environment, and utilization participatory and community-based approaches.

Requirement for the position/programmatic needs for Yemen CO:

The Deputy WASH Cluster Coordinator will lead the WASH operational coordination in Aden AoR which covers geographical areas under the control of the Internationally Recognized Government (IRG) in close coordination with the National WASH Coordination Platform led by the WASH Cluster Coordinator. The Deputy WASH Cluster coordination in Aden AoR requires 1) to regular organize Aden AoR Cluster meeting to identify WASH response needs, analyze WASH response gaps, ensure timely and reliable WASH response activities among partners, 2) to engage the Ministry of Water and Environment (MOWE) in Aden in close coordination with the National WASH Cluster Coordinator, 3) to extend operational and technical coordination support including necessary training and capacity building opportunities for subnational WASH coordinator and co-coordinator and 4) to represent WASH Cluster at inter-cluster coordination platforms such as Inter-Cluster working Group (ICWG) and Regional Coordination Team (RCT) so that UNICEF Yemen CO can maintain the core functions of Cluster Lead Agency in WASH.

Key End-Results Expected

1. WASH operational coordination in Aden AoR including technical and operational supports to Hubs, namely Al Turba, Ma'rib, Ad Dhale, and Mukhalla, to assess WASH response needs, analyze response gaps, prioritize geographical and thematic response areas and mobilize WASH partners to deliver timely and reliable WASH response activities.

2. Technical contribution to and participation in effective knowledge management led by the National Coordination Platform to strengthen country programme management and activities, including data collection, analysis, and information sharing/exchanges.

3. WASH response activities management especially those funded by Country-Based Pool Fund (CBPF) including its proposal review, implementation monitoring, review of revision request such as reprogramming and non-cost extension (NCE).

4. Programme monitoring, and evaluations effectively conducted to improve programme performance, and programme status reports timely prepared.

5. Technical support and assistance provided to strengthen the quality of rights-based and inclusive projects /programmes, and add coherence, synergy and value to project management process by using results-based management in collaboration with the National Coordination Platform.

6. Contribution and support provided to build and reinforce commitment and institutional capacities of the national and local partners in line with the 5 minimum commitments of WASH partners in collaboration with the National Coordination Platform.

7. Rights perspective and advocacy at the community and family levels incorporated in policy analysis for establishing and elevating UNICEF's credibility in policy debates.

8. Technical support and assistance provided to enhance effective communication and networking through partnership and collaboration in Aden AoR.

KEY ACCOUNTABILITIES and DUTIES & TASKS

Core cluster functions
1. To support service delivery by
    a. Providing a platform that ensures service delivery is driven by the Strategic Response Plan and strategic priorities
    b. Developing mechanisms to eliminate duplication of service delivery
2. To inform the HC/HCT's strategic decision-making by
    a. Preparing needs assessment and analysis of gaps (across and within sectors, using information management tools as needed)
    b. Identifying and finding solutions for (emerging) gaps, obstacles, duplication and cross-cutting issues.
    c. Formulating priorities on the basis of analysis
3. To plan and develop strategy by
    a. Developing sectoral plans, objectives and indicators that directly support realization of the response's strategic priorities
    b. Applying and adhering to common standards and guidelines
    c. Clarifying funding requirements, helping to set priorities, and agreeing cluster contributions to the HC's overall humanitarian funding proposals
4. To monitor and evaluate performance by
    a. Monitoring and reporting on activities and needs
    b. Measuring performance against the cluster strategy and agreed results
    c. Recommending corrective action where necessary.
5. To build national capacity in preparedness and contingency planning
6. Advocacy
    a. Identifying concerns that contribute to HC and HCT messaging and action
    b. Undertaking advocacy on behalf of the cluster, cluster members, and affected people
7. Accountability to affected populations

Responsibilities:
1. Lead a regular WASH Operational Coordination in Ade AoR under the control of the IRG in reference to WASH Cluster's core functions
2. Conduct a capacity needs assessment for the WASH cluster and develop a multi-year capacity building plan for the WASH cluster. Facilitate the implementation of the plan for the first year, or for the duration of the contract.
3. Work closely with Health, Nutrition, FSAC, Education, Shelter, CCCM and Protection clusters including AoRs to develop technical guidance (including minimum WASH response packages) for integrated programming, focusing on WASH and nutrition, WASH and outbreaks / communicable diseases (cholera, dengue, malaria) and WASH and IDPs. Facilitate the endorsement and commitment of the cluster to adopt the technical guidance and minimum WASH response packages in the WASH emergency response.
4. Advice the SAG and WASH Cluster Coordinator to establish technical working groups (TWiGs) based on needs and as result of the capacity needs assessment. The TWiGs should guide the development of the technical guidance notes and capacity building activities. The technical advisor will lead the TWiG or ensure that a competent WASH partner is leading the group.

5. Facilitate WASH technical trainings (WASH in emergencies, community mobilization and awareness, Sphere) and WASH inter-sectoral trainings (linked to Nutrition, Health, Shelter / CCCM) to roll out the technical guidance provided by the WASH cluster.
6. Identify WASH cluster technical focal points who can replicate these trainings and can act as focal point for the cluster for specific technical support upon need. Develop TORs for these focal points and facilitate their endorsement by the cluster.
7. Facilitate capacity building for the WASH cluster of the IACS's agreed priority cross-cutting issues, namely human rights, HIV/AIDS, age, gender and environment, utilization participatory and community-based approaches, by liaising with inter cluster focal points and contextualizing guidance notes and training materials for the Yemen WASH Cluster. Actively support and mobilize the WASH cluster focal points for gender, protection and accountability to affected population, so that they are equipped to provide technical support to the WASH cluster partners.
8. Perform other duties as required.

JOB GRADE FACTORS

P3 Grade
- The nature of decision-making is primarily choosing methods of work and prioritizing project activities in accordance with the established workplan. Regularly make recommendations to the supervisor on appropriate courses of action regarding project adjustments
- The impact of the actions affects the quality of services, efficiency of processing and delivery in support of a country programme.
- Work requires understanding of principles and technical knowledge, skills, acquired through formal training at the university level.
- Conduct research, data collection & analysis requiring analytical / conceptual thinking and organization skills at a professional level.
- The work requires evaluation and analysis of programme implementation, with basic professional technical input into programme design, implementation, evaluation, data analysis and progress reporting.
- Provide briefings, trainings, support and/or guidance to programme team and others, requiring communication and presentation skills, human relations skills and teamwork.
- The decisions and recommendations are primarily based on interpretation of rules, procedures and methods.
- Draft correspondence, reports for signature of supervisor, requiring professional writing and reporting skills.

Recruitment Qualifications

Education:

An advanced university degree in a subject area relevant to the cluster, e.g. public health, civil-, environmental- or sanitary engineering.
Extensive work experience relevant to this post may be considered as a replacement for formal qualifications.
Formal training in cluster coordination, including WASH Operational Coordination (WOC) and Leadership and Communication (L&C), an advantage.

Experience
-At least 5 years progressively responsible humanitarian work experience with UN and/or NGO, including programme management and/or coordination in the first phase of a major emergency response relevant to the cluster in WASH .
-Experience in cluster coordination an advantage.

-Experience in capacity building an advantage.
-Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience.

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.

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

Competencies of Successful Candidate

i) Core Values:
- Commitment
- Diversity and Inclusion
- Integrity

ii) Core Competencies:
- Builds and maintains partnerships
- Demonstrate self-awareness and ethical awareness
- Drive to achieve results for impact
- Innovate and embraces change
- Manages ambiguity and complexity
- Thinks and acts strategically
- Works collaboratively with others
- Nurtures, leads and manages people

ii) Functional Competencies:
- Leading and Supervising
- Formulating Strategies and Concepts
- Analyzing
- Relating and Networking
- Deciding and Initiating Action
- Applying Technical Expertise

5) **Technical Knowledge**

i) Specific Technical Knowledge Required (for the Job)

- Rights-based and Results-based approach and programming in UNICEF.
- UNICEF programme policy, procedures and guidelines in the Manual.
- Core functions of Humanitarian WASH Coordination Platform

ii) Common Technical Knowledge Required (for the job group)

- Methodology of programme/project management
- UNICEF programmatic goals, visions, positions, policies and strategies.
Knowledge of global human rights issues, specifically relating to children and women, and the current UNCEF position and approaches.
- UNICEF policies and strategy to address on national and international issues, particularly relating to conflicts, natural disasters, and recovery.
- UNICEF emergency programme policies, goals, strategies and approaches.

- Gender equality and diversity awareness

iii) Technical Knowledge to be Acquired/Enhanced (for the Job)

- UN policies and strategy to address international humanitarian issues and the responses.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines.
- UNSECORD training for members of Security Management Team.