



## UNITED NATIONS CHILDREN'S FUND

### Specific JOB PROFILE

#### I. Post Information

Job Title: **WASH Cluster Coordinator**  
 Supervisor Title/ Level: **Chief of Field Operations (P5)**  
 Organizational Unit: **Field Operations**  
 Post Location: **Country Office**

Job Level: **Level 4**  
 Job Profile No.:  
 CCOG Code:  
 Functional Code: **WSH**  
 Job Classification Level: **Level 4**

#### 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:** The WASH Cluster Coordinator level 4 is to be used in a large Country Office (CO) where the Representative is at the D1/D2/ level and where both programme emergency context are of complex and large proportions which require the activation of the cluster approach. The WASH Cluster Coordinator will lead humanitarian WASH Coordination in reference to core functions stipulated by Inter-Agency Standing Committee (IASC) and Global WASH Cluster.

**Purpose of the job:** UNICEF is the Cluster Lead Agency for the WASH Cluster, the Nutrition Cluster, Child Protection Area of Responsibility (AoR), and co-lead for the Education Cluster and GBV AoR. UNICEF is establishing a talent pool of Cluster/AoR Coordinators across the five sectors.

On behalf of UNICEF, and in support of the Government, the purpose of this post is to provide leadership and facilitate the processes that will ensure a well-coordinated, strategic, adequate, coherent, and effective response by participants at country level for one of the above-mentioned Clusters and/or AoR

### III. Key function, accountabilities and related duties/tasks

#### CORE CLUSTER FUNCTIONS

##### Supporting service delivery

- Provide a platform to ensure that service delivery is driven by the agreed strategic priorities
- Develop mechanisms to eliminate duplication of service delivery

##### Informing strategic decision-making of the HC/HCT for the humanitarian response

- Needs assessment and gap analysis (across other sectors and within the sector)
- Analysis to identify and address (emerging) gaps, obstacles, duplication, and cross-cutting issues.
- Prioritization, grounded in response analysis

##### Planning and implementing cluster strategies

- Develop sectoral plans, objectives and indicators directly support realization of the HC/HCT strategic priorities
- Application and adherence to existing standards and guidelines
- Clarify funding requirements, prioritization, and cluster contributions to HC's overall humanitarian funding considerations (Flash Appeal, CAP, ERF/CHF, CERF)

##### Monitoring and evaluation of performance

- Monitoring and reporting on activities and needs
- Measuring progress against the cluster strategy and agreed results
- Recommending corrective action where necessary

##### Building national capacity in preparedness and contingency planning

- Hazard identification, risk assessment and risk monitoring as part of Humanitarian Programme Cycle (HPC)
- Contingency planning for floods, cholera, displacement etc.

##### Advocacy

- Identify advocacy concerns to contribute to HC and HCT messaging and action
- Undertaking advocacy activities on behalf of cluster participants and the affected population

##### Accountability to affected populations

- Ensuring that women, men, girls and boys of all ages and diversity backgrounds, affected by a crisis have equitable and meaningful access to information, two-way communication channels, means to participate in decision making on design, monitoring and evaluation of humanitarian WASH response activities

The Global WASH Cluster will provide operational support to the country cluster.

Performance of the cluster will be measured using the Cluster Coordination Performance Monitoring (CCPM) Report.

#### ACCOUNTABILITY

The post holder is accountable to:

- UNICEF representative and/or delegated to Chief Field Operations, who will in turn ensure that the post holder is provided with all necessary support and guidance and that any issues that arise relating to "double-hatting" are addressed
- WASH Cluster participants, who will in turn ensure that they deliver on their agreed minimum commitments (see IASC Reference Module for Cluster Coordination at the Country Level, November 2012)
- WASH Cluster coordination team members, who will in turn support the post holder in line with their terms of reference
- Inter-cluster coordination bodies established by the HCT/UNOCHA

- Affected populations through agreed mechanisms

Accountability to the country representative/cluster coordinator, cluster participants, coordination team members and inter-cluster coordination bodies will be expressed in regular review meetings.

### **RESPONSIBILITIES**

The post holder has joint responsibility with the Cluster Lead Agency, resourcing partners and all cluster participants at the national and sub-national level for the efficient management and functioning of the WASH Cluster encompassing the following:

- Respond to the Cluster participants' needs for information.
- Adapt existing in-country information management approaches for collecting, analysing and reporting Cluster activities and resources, and identifying information gaps.
- Establish and maintain information databases that consolidate, analyse and report/disseminate information critical to decision making.
- Maintain monthly reporting from Cluster participants, including 5Ws ('Who does What, Where, When and for Whom?' databases).
- Support the estimation of spatial and temporal gaps, overlaps and coverage of Cluster activities and projects.
- Work with Cluster/ participants to identify information gaps at national and sub-national levels and propose ways to bridge those gaps
- Work with the OCHA Information Management Specialist to develop appropriate supportive strategies.
- Use GIS mapping for map production and geographic data management
- Adopt and promote the use of global standards for information management for inter-operability.
- Manage flows of information and dissemination in an appropriate way, including website management.
- Manage an inventory of relevant documents on the humanitarian situation.
- Support the development and analysis of needs assessment and monitoring programmes
- To provide information management leadership in assessments and monitoring, including joint assessments and training.

### **OTHER RELATED TASKS**

- Manage WASH Cluster coordination team which consists of national coordination team and subnational WASH Cluster Coordinators, including NGO co-coordinators and Standby Partners to effectively perform core functions of WASH Cluster
- Develop a sub- national cluster framework and manage sub- national cluster coordinators
- Coordinate a transition planning and acceleration of durable solution in line with Humanitarian-Development-Peace NEXUS dialogue as well as IASC Light Guidance on Collective Outcomes on Humanitarian-Development Collaboration
- Extend a coordination support to water resource management to ensure 1) data collection by WASH partners which shall be reported to respective platform and stakeholders, 2) access to water resource database for reliable humanitarian WASH response activities among partners

## **IV. Impact of Results**

[ please add the impact of results]

- Humanitarian WASH needs are assessed, and gaps are analyzed for strategic decision-making including preparation of Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP) and related strategic document as a guidance for WASH Cluster partners
- Standardized and reliable humanitarian WASH supports reach to the affected population in a timely manner

- Advocacy messages delivered to respective audiences to enable effective and timely humanitarian WASH responses and mobilization of financial resources for timely life-saving WASH response activities among WASH partners
- Quality of WASH responses are ensured to meet acute needs among the affected population
- Progress in humanitarian responses and gaps are compiled in a way of dashboards, infographs and other information management products for informed decision making among stakeholders

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

##### i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

##### ii) Core Competencies (For Staff with Supervisory Responsibilities) \*

- Nurtures, Leads and Manages People (2)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

\*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:	Advanced university degree in one of the disciplines relevant to the following areas: Preferably Civil Engineering or Sanitation Engineering with secondary knowledge of Mechanical Engineering, Hydrology, public health or a field relevant to international WASH related development assistance. Formal training in cluster coordination an advantage.
Experience:	At least 8 years of progressively responsible professional work experience in the UN or other international development organization, national government or the private sector including programme management and/or coordination in the first phase of a major emergency response relevant to the cluster
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.
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VII. Technical requirements	
<ol style="list-style-type: none"> <li>1. Rural water supply for low- and middle-income countries - including water safety, sustainability</li> <li>2. Rural sanitation for low- and middle-income countries, incl sustainability; applying CATS principles</li> <li>3. Urban sanitation for low- and middle-income countries, incl sustainability</li> <li>4. Handwashing with soap</li> <li>5. WASH-in-Schools and Health Centres</li> <li>6. Menstrual hygiene management</li> <li>7. National government WASH policies, plans and strategies</li> <li>8. Analysis of national budgets and expenditure for basic WASH, and related advocacy</li> </ol>	Expert knowledge of three components and basic knowledge of five components
<ol style="list-style-type: none"> <li>1. Humanitarian WASH - preparedness</li> <li>2. Humanitarian WASH - response and recovery</li> </ol>	In-depth knowledge of both components
<ol style="list-style-type: none"> <li>1. Humanitarian WASH – coordinating the response</li> </ol>	In-depth knowledge of concept and UNICEF role
<ol style="list-style-type: none"> <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