SPECIFIC JOB PROFILE

I. Post Information

POST NUMBER/ CASE NUMBER: 125605 **POST/CASE NUMBER OF SUPERVISOR:** 109824 Chief Field Operations, EPR & DDR **REASON FOR CLASSIFICATION:** New position **REGION/DIVISION:** LAC **COUNTRY:** Venezuela **DUTY STATION:** Caracas **OFFICE:** Venezuela **SECTION:** Programme **UNIT:** Programme	**CATEGORY:** National Officer **PROPOSED LEVEL: NO-3** **JOB TITLE: WASH Specialist (Cluster Coordinator)** **Functional Code:** EME **ICSC CCOG Code:** 1S

II. Strategic Office 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 programs, 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 all 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.

UNICEF's program is guided by the Core Commitments for Children (CCCs) which set organizational, programmatic and operational commitments and benchmarks against which UNICEF holds itself accountable for the coverage, quality and equity of its humanitarian action and advocacy and which are mandatory for all UNICEF personnel.

Furthermore, UNICEF is committed to support WASH coordination through the cluster approach. Introduced as part of the humanitarian reform, the cluster approach, aims at ensuring clear leadership, predictability and accountability in international responses to emergencies by clarifying the division of labor among organizations and better defining their roles and responsibilities within the different sectors involved in the response. As a member of the IASC, UNICEF work along with national and local stakeholders (including national and local authorities, CSOs, and communities) to support WASH coordination and to improve the collective impact of humanitarian response.

Strategic office context

UNICEF is implementing its new cooperation programme agreed with the Government of the Bolivarian Republic of Venezuela to contribute addressing national priorities and emerging needs faced by the most vulnerable children. This also entails UNICEF's fullfillment of its global responsibility as the lead Agency for

the WASH Cluster Coordination, ensuring the six core functions of cluster coordination are applied to both preparedness and response with a humanitarian-development nexus approach within the framework of the Humanitarian Country Team of Venezuela.

Under the overall supervision of the Chief Field Operations, Emergency & DRR (Level 5), the WASH Officer (Cluster Coordinator), with close technical guidance from the Chief of WASH (Level 4), promotes cluster goals and objectives by coordinating the national cluster stakeholders ensuring they deliver on their agreed minimum commitments (see IASC Reference Module for Cluster Coordination at the Country Level, November 2012) and Inter-cluster coordination bodies established by the HCT/UNOCHA.

Purpose for the job:

The Cluster Coordinator provides leadership and facilitates the processes that will ensure a well-coordinated, strategic, adequate, coherent, effective and timely response by members of the WASH Cluster. Manage cluster coordination team at national level and support interagency coordination at subnational level. The WASH Cluster Coordinator organizes regular meetings to coordinate the WASH response and address common challenges, they provide strategic leadership to the sub-national coordination mechanism and ensures that cluster members contact list is regularly updated with the support of Information Management Officer. He or she is entitled to raise WASH cluster contribution to HCT/HC level. Under technical supervision of the chief of the WASH section, he/she will have to articulate with the UNICEF WASH program teams, the WASH cluster partners and the WASH focal point of government to, they facilitate information exchange within and outside the cluster through website, shared drive, communication groups, WASH bulletins and proactively engage in relevant strategic coordination mechanism on identified themes (Cash and Voucher assistance when possible, AAP, humanitarian access etc.).

III. Key functions, accountabilities and related duties/tasks:

The post holder is responsible for providing predictable, timely and strategic leadership and representation for the Cluster to ensure a timely and effective sub-national Cluster/ Sector/ Working Group program. The post holder is responsible for leading a range of stakeholders, beyond their immediate direct reports, to work collectively towards the realization of a shared goal based on evidence. The post holder's main tasks and responsibilities will include but not be limited to:

Supporting coordination and quality service delivery:

- Establish and maintain an appropriate humanitarian coordination mechanism that facilitates the effective achievement of the cluster functions.

- Convene and facilitate meetings of the cluster (and/or joint meetings with another cluster). Ensure that cluster meetings are well-managed and action and results-oriented, with decisions clearly communicated to relevant cluster partners and stakeholders. Ensure that meetings are managed in line with the Principles of Partnership.

- Facilitate agreement on an efficient division of labour and the assignment of responsibilities amongst cluster partners which takes account of their comparative advantages and complementarities. Designate focal points or working groups for specific issues where necessary.

- Coordinate and provide relevant inputs to the development and revision of the Flash Appeal/Humanitarian Response Plans and all the products of Humanitarian Cycle. As a part of this process, ensure that gaps and duplications are identified and appropriately addressed.

- Ensure that all partners adhere to existing standards and guidelines.

- Clarify funding requirements, prioritization, and cluster contributions to HC's overall humanitarian funding considerations (FHV, CERF, etc).

- Ensure that inter-cluster priorities and crosscutting issues, including gender, HIV and environment; are fully integrated into the WASH cluster strategy and WASH cluster partner projects, in line with IASC

guidance and international best practices with specific focus on ensuring cross-cutting issues are addressed in WASH survey plans, methodologies, etc

- Strengthen inter-cluster coordination, particularly with Food Security & Livelihoods, Nutrition, Health and Education Clusters and Child protection area of responsibility (CP AOR) to facilitate a comprehensive approach to addressing matters related to WASH in Venezuela.

- Supervise and guide the work of the Information Management Officer to maintain a functional WASH Cluster Information Management system; which includes Monthly and Weekly Partner Reporting, WASH Partner database and 5W Matrixes; Capacity Mapping database, Repository of WASH Surveys and Cluster Website, dashboards and knowledge management products.

- Build complementarity of partner actions: avoiding duplication and gaps.

- Effective and comprehensive integration of relevant cross-cutting issues, including age, gender, environment, disabiilty and HIV/AIDs.

- Promote flexibility within the cluster to respond to changes in the operating environment, evolving requirements, capacities and participation.

- Interact with other clusters (including through inter-cluster coordination fora), humanitarian actors for operational planning, engagement and active contribution of operational partners.

- Ensure appropriate coordination with national authorities including liaising and working with relevant government counterparts to support or complement existing coordination mechanisms.

- Provide a platform to ensure that service delivery is driven by the agreed strategic priorities.

Strengthen national and local capacity

- Encourage participation of local and national actors in Cluster activities and strategic decision-making, removing barriers to access.

- Contribute to the development of a capacity assessment and capacity strengthening strategy for Cluster members and oversee implementation and harmonization of initiatives.

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

- Contribute to the design and update of situation analysis including the formulation of Needs assessments and gap analysis (across other sectors and within the sector) to ensure timely comprehensive and current data on WASH are available to guide humanitarian plans, as well as the design and management of WASH programs/projects. Keep abreast of development trends to enhance program management, efficiency and delivery.

- Analyze and address (emerging) gaps, obstacles, duplication, and cross-cutting issues.

- Establish prioritization, grounded in response analysis.

Technical and operational support for priorization and planning:

- Ensure that the cluster covers all the identified and evolving sector needs of the affected population, and not only those that relate to the specific mandate of individual cluster members, including that of the Cluster Lead Agency/s.

- Support joint field missions, needs assessments and analysis among cluster partners and participate in joint inter-cluster needs assessment exercises as appropriate to ensure that identified needs, gaps and priorities are as evidence-based as possible in any given emergency context.

- Facilitate the development of an overall strategy and response plan for the cluster with linkages between disaster risk reduction, relief, resilience building and development. To the extent possible, ensure the strategy complements government policies and plans.

- Ensure that the response plan of the cluster is updated regularly according to evolving needs and that it establishes indicators by which performance of the cluster can be measured.

- Ensure that cluster strategies are adequately reflected in overall country strategies such as the HRP as well as in eventual Flash Appeals.

- In terms of inter-cluster coordination, identify issues of mutual interest and identify information which (i) should be proactively shared with other clusters, and (ii) should be acquired from other clusters to ensure a more effective overall response.

- Participate in emergency preparedness initiatives, program development and contingency planning and/or to respond to emergencies in country or where designated. Coordinate and support cluster partners in inter-cluster initial rapid needs assessments (RNA), multi-cluster initial rapid assessments (MIRA), humanitarian needs overview (HNO), IPC analysis, etc, by identifying the appropriate partners for the assessments/surveys, ensuring that all partners use agreed cluster tools and provide relevant inputs (survey plans, tools, identification of needs, gaps, etc)

- Support Sub-national Interagency coordnation mechanisms in the prioritized states to participate in WASH need assessments and response planning.

- Coordinate all planned WASH assessment by maintaining the database of all planned assessments and surveys.

- Coordinate and collaborate with other sectors to ensure WASH assessments are conducted using standardized tools and methods.

- Coordinate cluster partners' and IMOs to ensure that partners' survey/assessment plans, methodologies are in line with cluster priorities and standards, identify existing gaps and propose corrective actions;

Resource Mobilization

- Ensure adequate resources are mobilized and are equitably allocated for the effective functioning of the Nutrition cluster members and response plans

- Following thorough and transparent consultation within the cluster, provide leadership and strategic direction in the assessment and prioritization of project proposals and common funding criteria for inclusion in Consolidated Appeals, Flash Appeals, CERF and FHV requests and other inter-agency funding appeals; ensure that agreed cluster strategies and priorities are adequately reflected in appeal documents. Ensure the implementation of the gender marker in appeals.

- In line with any agreed guidance for inter-agency funding appeals, establish mechanisms for accountable and transparent financial resource allocation within the cluster. Where possible work at the inter-cluster level to promote coherence amongst clusters.

- Clarify funding requirements, prioritization, and cluster contributions to HC's overall humanitarian funding considerations.

Knowledge management, Information management, Monitoring and evaluating performance:

- Ensure regular monitoring of WASH in emergencies activities against strategy, agreed results and cluster indicators, including activities at operational level (quality, coverage, continuity and cost) onducting analysis of the best available information in order to monitor benchmark progress of the emergency response over time.

- Liaise with cluster partners and provide technical support to the cluster IMO in identification of quality gaps in regular reporting to the cluster. Take corrective actions, if needed.

- Ensure that updated and relevant cluster-specific information is included in general inter-cluster reporting including common web platforms, Situation Reports and other reporting mechanisms.

- Facilitate cluster agreement on what monitoring activities will be undertaken to review the impact of the sector's humanitarian response and ensure they are implemented. Make adjustments to the overall strategy and programming as appropriate.

- Regularly review the functioning of the cluster and encourage an atmosphere conducive to raising and addressing concerns.

- Help facilitate real time evaluations as relevant.

- Submit regular Cluster reports to OCHA and UNICEF in line with reporting requirements (monthly/quarterly).

- Monitor the performance of the core cluster functions and Work with the Cluster partners to establish a solid cluster monitoring system

- Recommend corrective action where necessary.

- Support the documentation and sharing of best practices, lessons learnt and technical products between partners.

- Support analysis of existing WASH data and studies to inform WASH programming and capacity building priorities.

- Identify gaps on knowledge and support iniciatives to fill the gap acoording to the experience and capacities of WASH structure.

Networking and partnership building.

- Build and sustain effective close working partnerships with WASH sector government counterparts, national stakeholders and global partners/allies/donors/academia through active networking, advocacy and effective communication to build capacity and exchange knowledge/expertise to facilitate the achievement of program goals and social justice and equity for the rights of children and their families.

- Explore and identify appropriate new partners to engage in WASH in emergencies and facilitate the active engagement of these agencies at national and/or at sub national level, focusing on partners with capacity to conduct rapid assessments, WASH surveys, analysis, etc.;

- Regularly liaise with the Sub-national coordination mechanisms to identify progress, gaps, bottlenecks and challenges in implementation of WASH surveys/assessments/analysis, and propose corrective actions.

- Facilitate discussion and agreement on the use of common and ideally national standards and tools among cluster partners. Promote awareness of and adherence to relevant policy guidelines, codes of conduct and examples of good practice by all cluster partners, taking into consideration the possible need for local adaptation both in terms of language and content.

- Ensure to the extent possible that cluster partners use common standards and tools for information collection/sharing and data management, including in needs assessments and monitoring (while respecting principles of confidentiality and protection concerns).

Support robust and evidence-based advocacy:

- Together with cluster partners, identify core advocacy concerns for the sector and contribute key messages to the broader advocacy initiatives of the HC, the Cluster Lead Agency and other relevant

actors. Where appropriate, develop a joint cluster/ inter-cluster advocacy initiative to raise the profile and needs of the cluster among in-country humanitarian donors. Encourage all cluster partners to include common/sector-wide issues, concerns and messages in their own communication activities.

- Udertake advocacy activities on behalf of cluster participants and the affected population.

Emergency Preparedness

- Building national capacity in preparedness and contingency planning:

- Emergency response preparedness (ERP) according to the Venezuela coordination structure.

- Contingency planning/preparedness for recurrent disasters whenever feasible and relevant.

- Lead early warning, contingency planning, and emergency preparedness efforts for the Cluster, ensuring adequate cluster participation in inter-cluster early warning, contingency planning and emergency preparedness activities.

Accountability to affected populations:

- Collaborate and/or consult with sectoral areas to ensure Accountability of Affected Populations in each core function of cluster.

- Build capacities on Accountability of Affected Populations.

- Support the integration of Accountability of Affected Populations mechanisms in Cluster response, from needs assessment, planning to implementation and monitoring.

- Be accountable to the affected population by establishing inclusive and consultative feedback mechanisms and encouraging the involvement of affected population in the response.

- Encourage partners to demonstrate a positive and systematic approach to inclusion and diversity.

Cross-cutting themes

- Promote a people-centered approach

- Including the Centrality of Protection; Child safeguarding and PSEA policies; GBV Risk Mitigation

- Ensure the inclusion of cross cutting issues (age, child protection, disability, gender, gender-based violence (GBV) mitigation and response and HIV & AIDS, Humanitarian-Peace-Development Nexus, Indigenous Communities and afro-descendants, humanitarian cash transfers) in Cluster activities throughout the HPC.

IV. Impact of Results

The technical guidance and service provided by the WASH Officer (Cluster Coordinator), will enable efficiency and efficacy of program preparation planning and implementation of WASH programs/projects and contribute to and accelerate the national development efforts to improve the water sanitation and hygiene conditions for children and their families in the country, and this in turn contribute to maintaining/enhancing the credibility and ability of UNICEF to continue to provide program services for children and their families that promotes greater social equity in the country.

This contributes to the predictability and accountability of humanitarian and development programming, in line with the aims of the cluster approach and IASC principles, and ensures that the program is well-coordinated, strategic, adequate, coherent, effective and builds the resilience of the

affected population. It also contributes to maintaining and enhancing the credibility and ability of UNICEF to fulfil its commitments as Cluster Lead Agency, in line with the CCCs.

V. Competencies and level of proficiency required

Core Values attributes	Core competencies skills
• Care • Respect • Integrity • Trust • Accountability • Sustainability	ii) Core Competencies (For Staff with Supervisory Responsibilities) * • Nurtures, Leads and Manages People (1) • 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) **Coordination Competencies** • Applies Humanitarian Principles, Standards and Guidelines (1) • Applies Key WASH Concepts and Tools (1) • Operates Safely and Securely (1) • Demonstrates Commitment to a Coordinated Response (1) • Promotes Cooperation and Collaboration (1) • Demonstrates Accountability (1) • Promotes Inclusion (1) • Provides Influential and Strategic Leadership (1) • Analyses and Communicates Information (1) • Supports Resource Mobilization (1) • Advocates for Improved WASH Outcomes (1) • Monitors the Response (1) • Strengthens National Capacity to Respond and Lead (1)

VI. Recruitment Qualifications

Education	An advanced university degree in public health, research, policy and/or management, social sciences, health and behavior change communication, WASH-related engineering or another relevant technical field. *A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree* Formal training in cluster coordination an advantage.
Experience	A minimum five years of relevant professional work experience at the national and/or international levels in humanitarian response, programme/project development, planning, implementation, monitoring, evaluation, or administration is required. Fieldwork experience is required.

	Experience in emergency planning is highly desirable.
	Experience in a UN organization or similar is an asset.
	Proven ability to coordinate across multiple stakeholders is required.
	Familiarity with children's rights and gender in the context of emergencies is desirable.
	Excellent analytical and writing skills, advocacy, and presentational skills.
Language Requirements	Fluency in Spanish is required. Working knowledge of English is required. Knowledge of another official UN language (Arabic, Chinese, French or Russian) is an asset.