

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

Post Title	WASH Officer	Post Level	NO-2
Supervisor's title	David Pedrueza	Supervisor's Level	P-3
Contract duration	364 days	Duty Station	Mexico City

JOB ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB

The WASH Officer (NO-2) is to be employed in the UNICEF Mexico Country Office (CO) where WASH is a component of the Education Programme, within the Country Programme. The WASH Officer (NO-2) reports to the WASH Specialist (P-3) and works closely with the education team at the CO and with WASH and education officials in four field offices (Ciudad Juárez, Monterrey, Tijuana and Tapachula); also, the WASH Officer (NO-2) supervises the UNV national specialist for WASH in Schools. As the UNICEF Country Programme for Mexico (CPD 2020-25) currently does not consider a specific Outcome or Output for WASH, the work of the WASH Officer will contribute to the achievement of the Output II.2 of the CPD 2020-25 of UNICEF Mexico: "Education systems at federal and state levels are strengthened and increase the provision of equal opportunities and adequate conditions to children and adolescents to access, be retained and complete inclusive and quality education, leading to relevant learning outcomes, with a focus on those at risk of dropping out, out-of-school or affected by emergencies, including migrant children".

The main responsibility of the WASH officer entails **planning, coordination, and monitoring of the WASH in Schools programme**. When required, the WASH Officer (NO-2) will also support the WASH Specialist (P-3) as well as WASH Officers in Field Offices in the planning and monitoring of the WASH response in the context of the migratory situation, in close coordination with the three field offices located in border states (Tapachula, Tijuana and Ciudad Juárez). This may require occasional field missions.

The WASH Officer (NO-2) will also support the WASH Specialist (P-3) in liaising with the UNICEF Regional Office on matters related to WASH in Schools. The WASH Officer (NO-2) will have to maintain a close working relationships with relevant governmental stakeholders at federal and state level, engage with inter-agency, national and international NGO partners, as well as donors, implementing partners and service providers. Also, this may require occasional field missions.

For more information related to the work of our office in Mexico, please visit our website: [UNICEF Mexico](#), the video of our amazing results in 2023: [A good six-year term for children: Un buen sexenio para la niñez](#) or read our [Annual Report 2023: Informe Anual 2023 UNICEF México](#).

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

Summary of key functions/accountabilities are as follow:

A. Programme development and planning, with a specific focus on WASH in Schools

- Research and analyze relevant WASH, health, and social and economic development trends in Mexico, especially those relevant to WASH in Schools. Collect, analyze, verify, and synthesize information to facilitate programme development, design, and preparation.

- Prepare technical reports and inputs for WASH in Schools programme preparation and documentation, ensuring accuracy, timeliness, and relevance of information.
- Assist in the development/establishment of WASH-related results, as well as related strategies, through analysis of WASH sector needs and priorities at state level, including a specific focus on WASH in Schools
- Provide technical and administrative support throughout all stages of programming processes by executing/administering a variety of technical programme transactions, preparing documentation, complying with organizational processes and management systems, to support progress towards the WASH-related results.
- Prepare required documentations/materials to facilitate review and approval processes.

B. Programme management, monitoring, and delivery of results

- Work collaboratively with colleagues and partners to collect, analyze, and share information on implementation issues, suggest solutions on routine programme implementation and alert the WASH Specialist and/or Chief of Education 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, including the annual reporting of Common Standard Indicators (CSI) and narrative reports. Contribute to CPD 2020-25 review and preparation of the new CPD 2026-30.
- 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.

C. Technical and operational support for programme implementation

- Undertake field 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.
- Specifically, the WASH officer will lead the implementation all WASH in schools and menstrual health programme activities in coordination with the field offices.
- Act as focal point for the collaboration and coordination between the Education/WASH Programme and the Nutrition Programme, in relation to interventions aimed at creating healthy and enabling school environments.

D. Humanitarian WASH preparedness and response

- 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, focusing specifically on the re-establishment of the WASH services in schools.

E. Networking and partnership building

- 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, with a focus on WASH in Schools.
- Draft communication and information materials for WASH programme advocacy to promote awareness, establish partnership/alliances and support fund raising for WASH, with a focus on WASH in Schools.
- Participate in inter-agency meetings/events on WASH programming to collaborate with inter-agency partners/colleagues on operational planning and preparation of WASH programmes/projects and to integrate and harmonize UNICEF output results and implementation strategies, development, and planning processes.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

F. 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.
- Use UNICEF’s digital platforms to ensure adequate storing and sharing of information and documentation within the WASH/Education Team and other UNICEF areas.

DELIVERABLES / OUTPUTS

Main deliverables/outputs of this assignment will be:

- WASH in Schools activities is included in the Annual Workplan 2025, accompanied by a timeline and milestones, and projection of required and available funds and human resources.
- Inputs provided on WASH in Schools as part of the process for the development of the UNICEF Country Programme Document 2026-30.
- Programme Documents developed with Implementing Partners for the implementation of WASH in Schools key interventions.
- Terms of reference developed for contractual services required for the implementation of the WASH in Schools Programme.
- Programmatic visits carried out and reports developed on progress of implementing partners’ work.
- Mission reports on field visits.
- Inputs provided to mid-year and end-year reviews and programmatic retreats, on progress and results achieved related to WASH in Schools.
- Quality control ensured for studies developed by the WASH in Schools programme.
- Inputs provided on end-year reporting (narrative report and Common Standard Indicators report).
- Inputs provided for the development of strategies for the scaling and sustainability of WASH in Schools interventions.
- Advocacy plans developed for the dissemination and use of results obtained from research on WASH in Schools.
- Contribution to the systematization of results and progress achieved through inter-sectoral coordination at state level.

- Proposals for fundraising for WASH in Schools developed in coordination with Private Sector Fundraising.
- Donor reports developed.
- Provide UNV Specialist with clear objectives and guidance, and opportunities for learning and career development.

REQUIRED QUALIFICATIONS

Education	<ul style="list-style-type: none"> • A university degree (Bachelor’s Degree) is required, preferably in one of the following fields: public health, social sciences, behavior change communication, sanitary engineering, or another relevant technical field. • Additional relevant post-graduate courses relevant to the position that complement/supplement the main degree is a strong asset.
Work Experience	<ul style="list-style-type: none"> • A minimum of (2) two years of professional work experience in WASH-related programmes for developing countries is required. • Experience in WASH in Schools programmes is required. • Experience working on WASH programmes in migratory contexts is an asset. • Experience working with government counterparts at a federal and/or state level is desirable. • Previous experience with UNICEF or another UN agency is considered an asset. • Developing country work experience and/or familiarity with emergencies is desirable.
Languages	<ul style="list-style-type: none"> • Fluency in Spanish is required. • Proficient level (advanced) 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.

