



## UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

### I. Post Information

Job Title: **WASH Officer (Sanitation & Hygiene)**  
 Supervisor Title/ Level: **WASH Manager (Level 4)**  
 Organizational Unit: **Programme**  
 Post Location: **Country Office**  
 IMIS: 64034

Job Level: **Level 2**  
 Job Profile No.:  
 CCOG Code: **1B06e**  
 Functional Code: **WSH**  
 Job Classification Level: **Level 2**

### II. Organizational Context and Purpose for the job

UNICEF (United Nations International Children's Emergency Fund) works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential. UNICEF's work on water, sanitation, and hygiene (WASH) is crucial to ensure that children and their families have access to safe water, sanitation, and hygiene facilities in development and emergency settings.

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. Equity 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:** This WASH Officer, NO B with special focus on sanitation and hygiene is based at the Country Office (CO) where WASH is a substantial component of the Country Programme. The WASH Officer reports to the P4 WASH Manager.

**Purpose of the job:** The WASH Officer (Sanitation & Hygiene) reports to the P4 WASH Manager for supervision. The WASH Officer (Sanitation & Hygiene) provides technical, operational and administrative assistance throughout the WASH programming process. The Officer prepares, manages and implements a variety of technical and administrative tasks, related to the development program, implementation, monitoring and evaluation of the WASH output results of the country programme.

### III. Key function, 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**

- Draft updates for WASH in the situation analysis with emphasis on community sanitation and hygiene, to inform the development of WASH-related outcome and output results in the work plans and humanitarian response plans. Research and report on trends in sanitation and hygiene, for use in programme development, management, monitoring, and evaluation.
- Conduct assessments, prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevance of the information.
- Contribute to the development/establishment of WASH (sanitation and hygiene) related outcome and output results, as well as related strategies, through analysis of WASH sector needs and priorities.
- Provide technical and administrative support throughout all stages of programming processes by executing/administering a variety of technical programme transactions, preparing materials/documentations, complying with organizational processes and management systems, to support progress on WASH (sanitation and hygiene) outcome and/or output results in the country programme.
- Prepare required documentations/materials to facilitate review and approval processes.
- Participate in key sector/cluster meetings to promote equitable sanitation and hygiene to prevent and/or respond to potential emergencies.

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

- Oversee the implementation of WASH (sanitation and hygiene) interventions, including supportive water supply components.
- Work collaboratively with colleagues and partners to collect/analyze/ share information on implementation issues, provide solutions on routine programme implementation and alert appropriate officials and stakeholders for higher-level interventions and/or decisions. Keep records of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- 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.
- 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.
- Draft inputs on sectoral progress reports for management, donors and partners.

#### **3. 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 especially in the areas of community sanitation and hygiene, to support programme implementation.

#### **4. Humanitarian WASH preparedness and response**

- Develop and implement emergency WASH response plans in coordination with other sectors and humanitarian partners.
- Participate in inter-agency coordination mechanisms, including cluster/working group coordination at national and field levels.
- Draft requisitions for supplies, services, long-term agreements and partnership agreements to ensure UNICEF is prepared to deliver on its commitments for WASH in case of an emergency.
- Study and fully understand UNICEF's procedures for responding in an emergency.
- Take up support role in an emergency response and early recovery, as and when the need arises.

#### **5. Networking and partnership building**

- Establish and maintain effective partnerships with government agencies, NGOs, UN agencies, and other stakeholders.
- Foster a collaborative working environment and share best practices and lessons learned.
- 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.
- Draft communication and information materials for WASH programme advocacy to promote awareness, establish partnership/alliances and support fund-raising for WASH.
- Participate in inter-agency meetings on humanitarian response planning, to integrate and harmonize UNICEF output results and implementation strategies and ensure smooth transition from emergency to development for sustainable services.
- Develop communication materials to raise awareness about WASH needs and UNICEF's response efforts.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

#### **6. 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 on sanitation and hygiene, to support overall WASH sector development and humanitarian response.
- Assist in creating and delivering learning opportunities for UNICEF staff on sanitation and hygiene, to ensure our sector capacity remains up to date with latest developments.
- Conduct training and capacity-building activities for field staff, partners, and local stakeholders.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

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

The support provided by the WASH officer (Sanitation & Hygiene) 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)

### i) Core Values

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

### ii) Core Competencies (For Staff without Supervisory Responsibilities) \*

- 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)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

## VI. Recruitment Qualifications

Education:	<p>A university degree in one of the following fields is required: public health, social sciences, behavior change communication, sanitary engineering, civil engineering, or another relevant technical field.</p> <p>Additional relevant post-graduate courses that complement/supplement the main degree is an asset.</p>
Experience:	<p>DEVELOPMENTAL: a minimum of two years of professional work experience in WASH and Climate with emphasis on sanitation and hygiene for developing countries is required.</p> <p>HUMANITARIAN: WASH, being a key sector for emergency preparedness and response, ability to work on emergency WASH will be an advantage.</p>
Language Requirements:	<p>Fluency in English is required. Knowledge of another official UN language or a local language is an asset.</p>

## VII. Technical requirements

<ol style="list-style-type: none"> <li>1. Rural sanitation and hygiene for low- and middle-income countries, incl sustainability; applying CATS principles.</li> <li>2. Urban sanitation and hygiene for low- and middle-income countries, incl sustainability</li> <li>3. Rural water supply for low- and middle-income countries - including</li> </ol>	<p>Expertise in six of the eight components</p>
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<p>water safety, sustainability.</p> <ol style="list-style-type: none"> <li>4. Ability to integrate WASH-in-Schools and Health Care Facilities in the overall programme.</li> <li>5. Promoting menstrual hygiene management</li> <li>6. Ability to analyze and support the government WASH policies, plans and strategies.</li> <li>7. Analysis of national budgets and expenditure for WASH, and related advocacy</li> <li>8. Resilient WASH and Climate Actions</li> </ol>	
<ol style="list-style-type: none"> <li>1. Humanitarian WASH - preparedness</li> <li>2. Humanitarian WASH - response and recovery</li> </ol>	Basic knowledge of both
<ol style="list-style-type: none"> <li>1. Humanitarian WASH – coordination of the response</li> </ol>	Basic knowledge
<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>	Basic knowledge of all four components
<ol style="list-style-type: none"> <li>1. Human rights and WASH</li> <li>2. Gender equality and WASH</li> </ol>	Basic knowledge