



**UNITED NATIONS CHILDREN'S FUND
JOB PROFILE (WASH Officer – TA)**

I. Post Information

Job Title: **WASH Officer (TA) (Hygiene)**
 Supervisor Title/ Level: **WASH Specialist**
 Organizational Unit: **Programme**
 Post Location: **Sierra Leone**

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

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. Therefore, 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.

Purpose of the job

The WASH Officer will be responsible for providing technical, operational and administrative assistance to the WASH Programme specifically Hygiene in the UNICEF Office in Sierra Leone and the Iceland-supported "Improving Access to Climate Resilient WASH services for improved livelihoods and child-friendly environment in rural fishing communities" project. The WASH Officer-NOB (Hygiene), reports to the Sanitation Specialist (P3) for supervision. The Officer prepares, manages and implements a variety of technical and administrative tasks, related to the development, implementation, monitoring and evaluation of the WASH (Hygiene) component of 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, to inform the development of WASH-related outcome and output results especially in relation to hygiene promotion and menstrual hygiene management. Research and report on trends in WASH (Hand Hygiene for All) for use in programme development, management, monitoring, and evaluation.

- Prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevance of information.
- Contribute to the development/establishment of WASH-related outcomes 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/documentation, and complying with organizational processes and management systems, to support progress towards the WASH-related outcome and/or output results in the country programme.
- Prepare required documentation/materials to facilitate review and approval processes.

2. Programme management, monitoring and delivery of results

- 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, and standards of accountability and integrity. Report on issues identified to enable timely resolution by management/stakeholders.
- Prepare sectoral progress reports for management, donors and partners.

3. Technical and operational support for programme implementation

- Undertake field visits, surveys, and collect and share reports with key partners/stakeholders. Report critical issues, bottlenecks and potential problems to the 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.

4 Humanitarian WASH preparedness and response

- 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 roles in an emergency response and early recovery, as and when the need arises.

5. 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. This will include working with the government and sectoral stakeholder/counterparts to exchange information on WASH programme implementation, status, capacity and risk mapping, preparedness as well as movement, prepositioning and distribution of supplies. Craft 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 UNSDCF planning, to integrate and harmonize UNICEF output results and implementation strategies with UNSDCF development and planning processes.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.
- Coordinate with members of the development community, including NGOs, UN and bilateral agencies in the exchange of information relating to WASH sector. Where appropriate support the IASC WASH Cluster during preparedness and response to emergencies.

6. Innovation, knowledge management and capacity building

- Assist in the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems).
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- Compile WASH programme implementation, preparedness and training and orientation materials to promote knowledge sharing with counterparts, WASH sectoral stakeholders, donors and media.
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- Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.
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- Work with key WASH partners to develop behaviour change communication for use across all project areas
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- Assist in the preparation of learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development.
- Assist in creating and delivering learning opportunities for UNICEF WASH staff, to ensure the sector capacity remains up-to-date with latest developments.

IV. Impact of Results

The support provided by the WASH officer will enable the country office to achieve the WASH-related output results of the country programme and contribute immensely to the adoption of safe sanitation and hygiene behaviours in communities and institutions (schools and PHUs) including effective menstrual hygiene management. This, in turn, will contribute to the achievement of the overall outcome results of the country programme document which aims at improving child survival, growth and development, and reduce inequalities in the country.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- 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)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

Functional Competencies

- Analyzing (2)
- Applying technical expertise (2)
- Learning and researching (2)
- Planning and organizing (2)

VI. Recruitment Qualifications

Education:	A first university degree in one of the following fields is required: public health, social sciences, behaviour change communication or another relevant technical field. Additional courses/training in Health and Hygiene Education or Communication for Development (Programme Communication) is an asset.
Experience:	<ul style="list-style-type: none"> • Two years of professional work experience in WASH related programme with key partners including national and sub-national government agencies, non-government organizations (NGOs) and the private sector. • Experience of high-level advocacy for resource mobilization is an advantage. • Knowledge of global human rights issues, specifically relating to children and women, and the current UNICEF position and approaches. • Knowledge of global environmental issues that pertain to sustainable development and specifically relation to children and women. • Background/familiarity with emergency preparedness and response. • Fair understanding of gender equality and diversity awareness
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

ICT Requirements:	Good computer skills, including internet navigation, teleconferencing, file sharing, word processing, data processing using spreadsheet, power-point preparation, and other office applications.
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VII. Technical requirements

<ol style="list-style-type: none"> 1. Rural water supply for low- and middle-income countries - including water safety, sustainability 2. Rural sanitation for low- and middle-income countries, including sustainability; applying CATS and market-based sanitation approaches 3. Urban sanitation for low- and middle-income countries, incl sustainability 4. Proper Handwashing (with soap under running water) 5. WASH-in-Schools and Health Centres 6. Menstrual hygiene management 7. National government WASH policies, plans and strategies 8. Analysis of national budgets and expenditure for basic WASH, and related advocacy 	Basic knowledge of at least six of the eight components
<ol style="list-style-type: none"> 1. Humanitarian WASH – preparedness 2. Humanitarian WASH - response and recovery 	Basic knowledge of one component
<ol style="list-style-type: none"> 1. Humanitarian WASH – coordination of the response 	Basic knowledge
<ol style="list-style-type: none"> 1. Programme/project management 2. Capacity development 3. Knowledge management 4. Monitoring and evaluation 	Basic knowledge of all four components
<ol style="list-style-type: none"> 1. Human rights and WASH 2. Gender equality and WASH 	Basic knowledge

VIII. Signatures- Job Description Certification

Submitted by:

Name:	Signature	Date
Title: Chief WASH		

Reviewed by:

Name:	Signature	Date
Title: HR Manager		

Endorsed by:

Name:	Signature	Date
Title: Deputy Representative		

Approved by:

Name:	Signature	Date
Title: Representative		