



I. Post Information

Job Title: **Chief, WASH & Environment**
 Supervisor Title/ Level: **Deputy Representative Programme (P5)**
 Organizational Unit: **Programme - WASH**
 Post Location: **Dhaka, Bangladesh**

Job Level: **Level 5**
 Job Profile No.:
 CCOG Code: **1B06e**
 Functional Code: **WASH**
 Job Classification Level: **Level 5**

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.

Goal Area 4 in UNICEF's Strategic Plan 2021-2024 states that 'Every child, including adolescents, has access to safe and equitable water, sanitation and hygiene services and supplies, and lives in a safe and sustainable climate and environment.' This goal area has three results areas: i) Sustained access to and use of safe water, sanitation and hygiene practices for all children and adolescents, particularly the most disadvantaged and those living in humanitarian and fragile contexts; ii) Strengthened and resourced water, sanitation and hygiene systems and empowered communities for gender-equal, inclusive, affordable and sustainable services to meet the rights of all children and adolescents, particularly the most disadvantaged and those living in humanitarian and fragile contexts; iii) Increased and enhanced child-sensitive programmes to address climate change, disaster risks and environmental degradation that meet the rights of all children and adolescents, particularly the most disadvantaged and those in humanitarian and fragile contexts.

Achieving results in these areas will allow UNICEF to contribute to ambition of the SDG targets on WASH (SDG 6.1 and 6.2) and Climate Action (SDG 13.1, 13.2 and 13.3), as well as to other SDGs, in particular nutrition (SDG2), health (SDG3) and education (SDG4).

UNICEF WASH focuses its efforts on improving access to safely managed water and sanitation services, eliminating open defecation, and promoting hand washing and good hygienic practices, including in schools and healthcare facilities and with particular attention to girls and to children with disabilities. Leveraging its presence before, during and after emergencies remains one of the core areas of UNICEF WASH support, ensuring timely and quality access to safe drinking water,

sanitation and hygiene among children and families in humanitarian situations, lead WASH cluster coordination and strengthening national and staff capacity in preparedness and response.

UNICEF Climate, Environment and Energy (CEE) programming incorporates climate resilience across sectors, including WASH, Education & Health, as well as support to scaling up sustainable energy, reducing pollution and urban environmental degradation, and facilitating youth engagement in climate action and advocacy.

UNICEF supports WASH & Environment programming across a range of countries, from stable to fragile contexts, and with emphasis technical support to strengthening the enabling environment, from sub-national to global levels. This requires technical expertise and leadership role in critical areas beyond a typical UNICEF WASH programme towards stronger climate resilient and sustainable services and support to sector policy and strategy; institutional arrangements (coordination, service delivery arrangements, accountability and regulation); budgeting and financing; planning, monitoring and review; and capacity development.

Job organizational context: The Chief WASH & Environment job profile is to be used in a large Country Office (CO) where the Representative is at the D2/D1 level and WASH is an outcome result (or several output results in other outcome results) in the Country Programme (or CCPD), where results are to be achieved in a complex structure (i.e. a federal government set-up) and/or with a large budget, with a large OR-R component.

Purpose of the job: At Country Office level, the Chief WASH & Environment reports to the Representative or Deputy Representative for general guidance and direction. The Chief is responsible for managing and supervising all stages of the WASH & Environment programme from strategic planning and formulation to the delivery of the outcome and output results for Goal Areas 4. The Chief is also responsible for leading and managing the CO WASH & Environment team. The Chief WASH & Environment is accountable for ensuring that the WASH outcome and output results are achieved according to plans, allocations, results based-management approaches and methodology, UNICEF's Strategic Plan, standards of performance and accountability framework.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Managerial and technical leadership**
2. **Strategic guidance in programme development and planning**
3. **Efficiency in programme management, monitoring and quality control of results**
4. **Advisory services and technical support**
5. **Advocacy, networking and partnership building**
6. **Quality, timeliness and predictability of humanitarian WASH preparedness and response**
7. **Innovation, knowledge management and capacity building**

1. **Managerial and technical leadership**

- Establish the annual work plan, determining priorities and performance measurements. Monitor workplan implementation, to ensure that WASH & Environment output results are achieved to schedule and performance standards. Report critical issues to the Deputy and Representative or Associate Director for timely action.
- Establish the annual workplan outputs, activities and developmental priorities of the WASH & Environment section staff. Provide timely guidance to enable the section staff to perform their duties responsibly and efficiently.

- Manage team building and motivation. Signal potential conflicts and take preventive action, in coordination with Human Resources staff.

2. Strategic guidance in programme development and planning

- Oversee the preparation of the WASH & Environment related inputs for the situation analysis. Ensure that comprehensive and current data is used to inform relevant policy and programme development, planning, management and implementation. Keep abreast of global, regional and national developments in WASH. Environment and Climate Change, for maximum efficiency and effectiveness in programme design, management and implementation.
- Collaborate partners to discuss national WASH & Environment priorities, resources, strategies and methodologies to ensure the most strategic use of the collective resources of external support agencies.
- Collaborate with other sections within UNICEF to ensure that climate and environment related priorities are embedded in sector programmes, such a Education, Health and Nutrition.
- Lead the development of the WASH & Environment outcome and output results of the country programme (or CCPD), along with related background, strategic analysis and delivery strategies, ensuring alignment with the UNICEF's Strategic Plan, UNICEF's global WASH and CEED strategies and the country programme as well as government plans and priorities, and the role of other external support agencies supporting programmes related to WASH, Environment and Climate Change. Lead the development of output-related indicators, baselines, targets and means of verification. Lead the development of the WASH & Environment content of the CPAP.
- Ensure the development and management of a fund-raising strategy for WASH & Environment, aligned with the relevant output results in the country programme, and lead interactions with senior staff of donor agencies.
- Support the development and modification of UNICEF WASH & Environment policy and strategy instruments based on programming monitoring, studies and assessments, and UNICEF field experience and lessons learned.

3. Efficiency in programme management, monitoring and quality control of results

- Prepare documentation for programme reviews and analytical statements on progress and constraints of WASH & Environment outcome and output results.
- Provide technical and operational support throughout all stages of programming processes for the achievement of the relevant output results. Ensure effective collaboration with other UNICEF sectors.
- With other external support agencies, analyze national government WASH sector programmes and projects, with a focus on WASH outcomes (behaviors), using bottleneck analysis tools available in the sector (WASH-BAT, CSOs, SDAs).
- Manage monitoring and evaluation of the WASH & Environment programme and its components, programme reviews and annual sectoral reviews with government and other partners and prepare reports for CO management and sector coordination bodies.
- Monitor, report and certify 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.

- Ensure timely donor reporting, negotiate any changes required to agreements with donor in a timely manner. Ensure systems are in place for HACT compliance.

4. Advisory services and technical support

- Participate in strategic discussions to influence national WASH & Environment policies and strategies, including the reduction of inequalities, contributing to global sector learning.
- Advise senior officials in government, NGOs, UN agencies and donors on WASH & Environment policies, strategies and best practices.
- Lead the preparation of policy papers, reports, briefing notes and other strategic materials for use by management, donors, UNICEF regional offices and headquarters.
- Coordinate the use of technical experts from the Regional Office and HQ, as and where appropriate, through remote support and on-site visits.

5. Advocacy, networking and partnership building

- Build and strengthen strategic partnerships with government counterparts, UN agencies, donor agencies, institutions, NGOs, research institutes and the private sector to stimulate coordination and collaboration.
- Oversee the analysis of national budgets for WASH & Environment, cost analysis and value-for-money studies, to advocate for improvements in sector efficiency.
- Produce materials for programme advocacy to promote awareness, establish partnerships and support fund-raising.
- Represent UNICEF in inter-agency discussions, ensuring that UNICEF's position, interests and priorities are fully considered and integrated in planning and agenda setting.
- Interact with global and regional initiatives and partnerships for WASH, Environment and Climate Change and support / assume UNICEF leadership in key global/regional platforms.

6. Quality, timeliness and predictability of humanitarian WASH preparedness and response

- Ensure the annual preparation/revision of UNICEF's preparedness for WASH in emergencies.
- Ensure the coordination arrangements for humanitarian WASH are in place, for instant robust coordination in case of an emergency.
- Ensure that all UNICEF WASH staff are familiar with UNICEF's procedures for responding in an emergency.
- In case of an emergency, ensure that UNICEF meets its commitments for WASH in the response and early recovery.
- Support government to strengthen WASH emergency preparedness.

7. Innovation, knowledge management and capacity building

- Organize and lead the development, implementation, monitoring and documentation of WASH, Environment and Climate Change related action research and innovation (technical or systems), ensuring rigorous monitoring and wide sharing of results.

- Determine priorities for learning/knowledge products, covering innovative approaches and good practices, to support overall sector development.
- Systematically plan, support and monitor the professional development of UNICEF WASH & Environment staff, to ensure our sector capacity remains up-to-date with latest developments.
- Organize the systematic assessment of WASH sector capacity gap analysis, in collaboration with government and other stakeholders, and support the design of initiatives to strengthen capacities systematically.
- Ensure regular updates of the UNICEF knowledge sharing platforms (Communication or collaboration SharePoint sites) with learning / knowledge products in support of the organization wide Enterprise Content Management (ECM) initiative, including support in the feedback and use of the knowledge products and learnings.

IV. Impact of Results

The Chief of WASH & Environment will provide the leadership needed to enable the Country Office to achieve the WASH and Environment 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.

ACTIONS	IMPACT
<p>Decisions:</p> <ul style="list-style-type: none"> • Decisions made on strategic planning and programme design which impact on the achievement of UNICEF WASH & Environment and global WASH cluster goals and objectives. • Decisions made on global policies, strategies and resource allocations for water and sanitation organization in emergency response programmes. • Decisions made on quality and acceptability of programme inputs for emergency response at various levels (country, regional and global). 	<p>Deficiency in decision-making and wrong judgment will adversely affect UNICEF's contribution to the WASH sector, specifically with regard to humanitarian action, with impact on the efficacy of efforts toward the CCCs and carry considerable reputational risk for the whole organization</p>
<p>Recommendations:</p> <ul style="list-style-type: none"> • Makes recommendations on major programme thrusts to ensure achievement of stated goals and objectives. • Makes recommendations on the introduction of new initiatives; establishment of new programme policies, partnership arrangements and on organizational and human resources development. 	<p>Wrong or inadequate recommendations would impact negatively on both the capacity and suitability of UNICEF's engagement in the humanitarian WASH sector and in WASH in general</p>
<p>Errors:</p> <ul style="list-style-type: none"> • Lack of understanding of situation analyses and trends could lead to the wrong direction of emergency response strategies, resulting in global and country level goals not being met and could also result in a significant proportion of UNICEF's financial resources being misspent; • Errors could compromise the relationship with governments, donors, partners and others as well as underline the organization's credibility. 	<p>Wrong or unsound recommendation on programme strategy and implementation or on advocacy would lead to a waste of UNICEF and national resources, directly impact the quality and efficacy of UNICEF's WASH response and affect the credibility of the organization</p>

<p>Poor management could lead to low staff morale and poor performance;</p> <ul style="list-style-type: none"> • Ineffective relations with donors could lead to a decline in financial resources. 		
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V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles/ratings).

Core Values

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

Core Competencies

- Nurtures, Leads and Manages People (2)
- Demonstrates Self Awareness and Ethical Awareness (3)
- Works Collaboratively with others (3)
- Builds and Maintains Partnerships (3)
- Innovates and Embraces Change (3)
- Thinks and Acts Strategically (3)
- Drives to achieve impactful results (3)
- Manages ambiguity and complexity (3)

VI. Recruitment Qualifications

Education:	<p>An advanced university degree in one of the following fields is required: public health, social sciences, health and hygiene behavior change communication, environmental or public health, water resource management or another relevant technical field.</p> <p>Additional relevant post-graduate courses that complement/supplement the main degree are required.</p>
Experience:	<p>DEVELOPMENTAL: a minimum of ten years of professional experience in WASH-related programmes at the national and international levels in a mix set of country context (including humanitarian, fragile, developing) is required. Proven ability to effectively lead a team to deliver results is required.</p> <p>HUMANITARIAN: At least one year of emergency field experience working in humanitarian situations, including deployment missions (with UN-Govt-INGO) is required. Experience working in multiple geographic regions is strongly desirable</p>

Language Requirements:	Fluency in English (written and verbal) is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is a strongly desirable asset.
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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, incl sustainability; applying CATS principles, including Market Based Sanitation 3. Urban sanitation for low- and middle-income countries, incl sustainability 4. Handwashing with soap 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 9. Risk Informed Programming, Climate resilient WASH programmes 	Basic to expert knowledge of all components
<ol style="list-style-type: none"> 1. Humanitarian WASH - preparedness 2. Humanitarian WASH - response and recovery 	In-depth knowledge of both components
<ol style="list-style-type: none"> 1. Humanitarian WASH – coordination of the response 	In-depth knowledge of concepts and UNICEF role
<ol style="list-style-type: none"> 2. Programme/project management. Quality assurance 3. Capacity development 4. Knowledge management, including knowledge dissemination and use. 5. Monitoring and evaluation 	Expert knowledge of two components and basic knowledge of the other two components
<ol style="list-style-type: none"> 1. Human rights and WASH 2. Gender equality and WASH 3. WASH Nutrition programming 	In-depth knowledge

Child Safeguarding Certification
(to be completed by Supervisor of the post)

Child Safeguarding refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2a. Is this a Direct* contact role?</p> <p>2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.</p> <p><i>**"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3a. Is this a Child data role? *:</p> <p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p> <p><i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>4. Is this a Safeguarding response role*</p> <p><i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

¹ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e. the role-risk will be compounded by other residual risks.