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| **I. Post Information** |
| Job Title: **WASH Officer** Supervisor Title/ Level: **Emergency Specialist, Head of Office, (Level 3)**Organizational Unit: **Programme**Post Location: **Ma’rib**  | Job Level: **NO1**Job Profile No.XXXXXCCOG Code:Functional Code:Job Classification Level: (For non GJP) |

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| 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.**Job organizational context**: The WASH Officer (NO1) will be based in Ma’rib Sub - Field Office (SFO), with technical reporting and oversight from Aden Field Office (FO). The WASH Officer (NO1) provides technical and managerial support to the implementation of the Yemen CO Strategic Plans, Rolling Workplans (RWPs), Programme Cooperation Agreements (PCAs) and the Country Programme Document (CPD). The WASH Officer (NO1) reports to the Emergency Specialist, at level 3.**Purpose of the job:** Under the direction and supervision of the Emergency Specialist in Ma’rib and technical support and guidance of the WASH Specialist in Aden FO, and in collaboration with other section members in Ma’rib and Aden as appropriate, the WASH Officer will have a double-hatting role contributing to 50% programme and 50% sub-cluster coordination. The programme role will be to support the development, planning, implementation, monitoring and evaluation of UNICEF’s WASH emergency response in activities and results related to safeguard and improve public health of the affected population by ensuring access to safe drinking water, excreta disposal and promoting safe hygiene practices, including appropriate use and maintenance of WASH facilities and services; ensuring overall efficiency, effectiveness and delivery of results in accordance with UNICEF’s Core Commitment for Children in Emergencies (CCCs) and national and international humanitarian standards. The post has a focus on service delivery, field monitoring and coordination of the WASH related emergency responses to disease outbreaks, natural disasters and internal displacement in IDP camps and host communities. In the coordination role, the WASH Officer in collaboration with national authorities and International Organization for Migration (IOM) (as sub-cluster lead in Ma’rib) provides field-level leadership and facilitate processes that will ensure a well-coordinated, coherent, strategic, and effective WASH response by a mobilized, organized and adequately-resourced groups of agencies, organizations, NGOs, local communities, etc. In support of the national government, acts as interface between humanitarian WASH partners and duty bearers to ensure WASH related needs of the affected population are properly covered. Besides, extends technical and operational coordination support to sub-national/ governorate level coordination platforms to ensure coherent, strategic and affective coordination at sub-national levels.  |

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| III. Key function, accountabilities and related duties/tasks  |
| **Summary of key functions/accountabilities:** 1. **Needs Assessment, Analysis and Strategy Development**
2. **Planning and programme management**
3. **Monitoring and Reporting**
4. **Financial and Supply Management**
5. **Partnership management and Coordination**
6. **Humanitarian WASH preparedness and response**
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| 1. **Needs assessment, analysis and strategy development**
* Support partners and WASH facilitators to conduct effective WASH assessment and analysis, including technical assessments and identification of gaps
* Support partners to conceptualize how sectoral needs can be met through collective planning, delivery, and ensuring complementarity of their actions.
* Facilitate WASH Cluster and its members/partners:
* develop/update agreed WASH responses strategies and prioritized action plans and ensuring these are adequately reflected in the overall country strategies and appeals.
* are aware of relevant policies, guidelines, technical standards and relevant commitments that the Government/concerned authorities have undertaken under international human rights law; and that sectoral response is in line with them.
* develop an exit/transition strategy for the WASH sector and key sector partners.
* Facilitate integration of agreed priority cross-cutting issues in WASH assessments, analysis, planning, monitoring and response (e.g. age, diversity, environment, gender, HIV/AIDS and human rights) as well as the utilization of participatory and community based approaches in WASH the design, implementation, monitoring and evaluation of the WASH response.
* Facilitate WASH humanitarian responses build on local capacities.
* Promote WASH emergency response actions while ate the same time considering WASH within early recovery planning as well as prevention and risk reduction concerns.
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| 1. **Planning and programme management**
* Support the section in development of quarterly and annual workplan and the sector reviews of programme results
* Support arranging of events management, organizing of training modules and conducting trainings of implementation partners as may be necessary.
* Support the development of humanitarian programme documents with partners to address the needs and gaps identified in coordination or with integration of other sectors.
* Develop an effective inventory of supplies and provide regular update on the status of supplies in warehouse, partners level and in pipeline
* Supporting the Information Management (IM) responsibilities for the WASH section and ensure that data is updated and shared with the team
* Participate in WASH programme meetings, to review progress, with government, other sector agencies and implementation partners, involved at various stages of WASH programme implementation, to provide expert advice and guidance.
* In close coordination with other sub-clusters/coordination platforms – particularly, Health, C4D, education – support partners to identify gaps to be addressed and most vulnerable sectors population with whom to engage and to develop appropriate strategies to reduce risk of diseases outbreaks, build better community resilience to mitigate against shocks of natural disasters and support to internal displaced persons.
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| 1. **Programme Monitoring, Reviews and Reporting**
* Conduct regular field monitoring to ensure quality of programme implementation is in line with the programme strategies, work plans, ToR, PD, etc.
* Ensure adequate monitoring mechanisms are in place to review outcomes of WASH interventions and progress against strategy and action plans; including an analytical interpretation of best available information in order to benchmark progress over time (monitoring indicators: quantity, quality, coverage, continuity and cost; with target population data disaggregated by sex, age, etc.).
* Contribute to the internal reporting; e,g. daily, weekly and monthly Situation Reports (SITREP), Result Assessment Module (RAM), etc, of WASH sectoral outcomes through the systematization and provision of consolidated up-to-date information
* Support the activities of field monitoring team, e.g. third party monitoring and WASH Facilitators and liaise with implementing partners to ensure programme are delivered as planned, information and data on activities is collated and disseminated to update UNICEF and Cluster monitoring and guide programme planning and reporting.
* Ensure adequate WASH outcome reporting and effective information sharing (with government and other partner support) to demonstrate closing the gaps.
* Conduct programmatic visits and reviews, document lessons learnt and make programmatic decision by taking timely corrective actions to improve the quality and timely delivery of the accelerated WASH crisis related workplan.
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| 1. **Financial and Supply Management**
* Support the WASH section in Aden FO in the review of technical documents, ToRs, cash transfer requisitions, invoice and supply requests from implementing partners (IPs) and timely follow-up on financial processes and liquidation documents from IPs.
* Support monitoring of programme supply inputs within wider framework of projected results for affected population, and quantity updated to adequately meet the needs in line with work plan and contingency plan.
* Develop an effective inventory of supplies and provide regular update on the status of supplies in warehouse, partners level and in pipeline. Ensure supplies are dispatched timely to IP for implementation and stock level maintained in line with the workplan.
* Undertake post-distribution monitoring (PDM) of WASH supplies to track delivery of supplies to end users and gather feedback on supply needs, preference, and priorities of affected population.
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| 1. **Partnership management and Coordination**
* Work closely with the IOM and other WASH sub-cluster actors to extend operational coordination support to coordination platform at Ma’rib governorate and at district levels
* Ensure the inclusion of key WASH humanitarian partners in a way that respects their mandates and programme priorities, as well as national and local authorities, other governmental actors, civil society and other actors working and related to the WASH sectoral response.
* Ensure appropriate coordination mechanisms between all WASH humanitarian partners are in place, including effective links, communication and information management, as well as technical working groups and/or sub-national coordination platforms as appropriate.
* Ensure information on all current and potential WASH partners, their capacities and areas of work (including Who, What, Where and When) are properly collected, analyzed and fed back to partners.
* Ensure capacities are assessed among humanitarian WASH partners and stakeholders to cover identified needs and develop capacity building plans to overcome the existing gaps.
* Ensure coordination between national and sub-national coordination platforms to accelerate bottom-up and evidence-based humanitarian coordination to maximize the accountability to the affected population (AAP).
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| 1. **Humanitarian WASH preparedness and response**
* Support the Emergency Specialist and WASH sub-cluster coordinator (IOM) to ensure the coordination arrangements for humanitarian WASH are in place, for instant robust coordination in case of an emergency.
* Take up leadership/managerial role in an emergency response and early recovery, develop and review of the WASH contingency plan and the Ma’rib Response Plan, as and when the need arises.
* Advocate to UNICEF and donors to fund WASH actors to carry out priority WASH activities in the sector concerned, while mobilize at the same time encouraging WASH actors to mobilize resources for their activities through usual channels.
* Where critical gaps in addressing WASH priorities are identified: lobby for implementing humanitarian partners (including UNICEF) to address the gaps; with advice/support from the WASH Specialist in Aden and Emergency Specialist in Ma’rib.
* Ensure effective links with programme sections in UNICEF and other sub-clusters or sectoral coordination platforms and represent the interests of the WASH sector in discussions with the Emergency Specialist and WASH Specialist and other stakeholders on prioritization, resource mobilization and advocacy.
* Identify core WASH advocacy concerns, include resource requirements, and contribute key messages to broader advocacy initiatives of the RC/HC, UNICEF and other actors.
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| IV. Impact of Results  |
| The support provided by the WASH Officer (NO1) 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 (CPD). When done effectively, the achievement of the outcome results will improve child survival, growth and development and reduce inequalities in the country.  |

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| V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles.  |
| **Core Values** * Commitment
* Diversity and inclusion
* Integrity
 | **Core competencies*** Builds and maintains partnerships (I)
* Demonstrates self-awareness and ethical awareness (I)
* Drive to achieve results for impact (I)
* Innovates and embraces change (I)
* Manage ambiguity and complexity (I)
* Thinks and acts strategically (I)
* Works collaboratively with others (I)
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| **VI. Recruitment Qualifications** |
| Education: | University degree (minimum preference at bachelor’s degree level) qualification desirably in subjects/ areas of WASH e.g. Health Promotion or Education, Civil or Public Health Engineering, Public Health (MPH), Environmental Health.  |
| Experience: | DEVELOPMENTAL: A minimum of four years of professional work experience in WASH-related programmes for developing countries, including one-year deployment in a developing country.Knowledge of WASH sector/cluster as a whole and its priority issues; an ability to strategize how these sectoral needs are met through collective delivery, and ensuring that the roles, responsibilities and functional linkages among Cluster support team are clear and well-coordinated |
| Language Requirements: | Oral and written proficiency in English and Arabic is required. Knowledge of another official UN language or a local language is an asset. |

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| **VII. Technical requirements** |
| 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
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
 | Expert knowledge of three components and basic knowledge of five components |
| 1. Humanitarian WASH - preparedness
2. Humanitarian WASH - response and recovery
 | In-depth knowledge of both components |
| 1. Humanitarian WASH – coordinating the response
 | In-depth knowledge of concept and UNICEF role |
| 1. Programme/project management
2. Capacity development
3. Knowledge management
4. Monitoring and evaluation
 | Expert knowledge of two components and basic knowledge of the other two components |
| 1. Human rights and WASH
2. Gender equality and WASH
 | In-depth knowledge |

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| **VIII. Signatures- Job Description Certification** |
| Name: Signature Date |
| Title: Name: Signature Date |
| Title:  |