

## UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

<b>JOB TITLE:</b> <u>WASH Cluster Coordinator (84024)</u> <b>JOB LEVEL:</b> <u>P - 4</u> <b>REPORTS TO:</b> <u>Chief Field Operations, P5, # 84020</u> <b>LOCATION:</b> <u>Syria, Damascus Office</u>	<b>JOB PROFILE NO.:</b> _____ <b>CCOG CODE:</b> _____ 1.B06e <b>FUNCTIONAL CODE:</b> <u>PW/P-4</u> <b>JOB CLASSIFICATION</b> _____
<b>ORGANIZATIONAL CONTEXT</b>	
<p>The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, 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 all 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.</p>	
<b>PURPOSE OF THE JOB</b>	
<p>On behalf of UNICEF, the Country Lead Agency for the WASH sector, and in support of the Government, the purpose of this post is to provide leadership and facilitate the processes that will ensure a well-coordinated, strategic, adequate, coherent, and effective response by participants in the WASH sector.</p> <p>The objective of the WASH Sector Coordinator (WSC) is to ensure a timely, coherent, and effective WASH response by mobilising stakeholders to respond in a strategic manner to the on-going humanitarian crisis in Syria. The WCC is co-led by the Ministry of Water Resources, SARC and UNICEF. Moreover, this role also supports the Whole-of-Syria humanitarian architecture by leading the HCT part of the Syria from Damascus.</p>	
<b>KEY END-RESULTS</b>	
<p><b>ACCOUNTABILITY</b></p> <p>The post holder is accountable to:</p> <ul style="list-style-type: none"> <li>• UNICEF representative and/or delegated to Chief Field Operations, who will in turn ensure that the post holder is provided with all necessary support and guidance, and that any issues that arise relating to “double-hatting” are addressed</li> <li>• WASH Cluster participants, who will in turn ensure that they deliver on their agreed minimum commitments (see IASC Reference Module for Cluster Coordination at the Country Level, November 2012)</li> <li>• WASH Cluster Cluster coordination team members, who will in turn support the post holder</li> </ul>	

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in line with their terms of reference

- Inter-cluster coordination bodies established by the HCT/UNOCHA
- Affected populations through agreed mechanisms

Accountability to the country representative/cluster coordinator, cluster participants, coordination team members and inter-cluster coordination bodies will be expressed in regular review meetings.

### **RESPONSIBILITIES**

The post holder has joint responsibility with the Cluster Lead Agency, resourcing partners and all cluster participants at the national and sub-national level for the efficient management and functioning of the WASH Cluster encompassing the following:

- Respond to the Cluster participants' needs for information.
- Adapt existing in-country information management approaches for collecting, analysing and reporting Cluster activities and resources, and identifying information gaps.
- Establish and maintain information databases that consolidate, analyse and report/disseminate information critical to decision making.
- Maintain monthly reporting from Cluster participants, including 5Ws ('Who does What, Where, When and for Whom?' databases).
- Support the estimation of spatial and temporal gaps, overlaps and coverage of Cluster activities and projects.
- Work with Cluster/ participants to identify information gaps at national and sub-national levels and propose ways to bridge those gaps
- Work with the OCHA Information Management Specialist to develop appropriate supportive strategies.
- Use GIS mapping for map production and geographic data management
- Adopt and promote the use of global standards for information management for inter-operability.
- Manage flows of information and dissemination in an appropriate way, including website management.
- Manage an inventory of relevant documents on the humanitarian situation.
- Support the development and analysis of needs assessment and monitoring programmes
- To provide information management leadership in assessments and monitoring, including joint assessments and training.
- Lead on the preparation of SitRep inputs with emphasis on Cluster plans, targets and achievements.
- Develop and strengthen information management capacity through the training
- Contribute to the core cluster functions
- Where there is both a national and a sub-national cluster, the post holder will ensure that there is effective communication, reporting, engagement and coordination between the two levels

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### CORE CLUSTER FUNCTIONS

1. Supporting service delivery
    - 1.1. Provide a platform to ensure that service delivery is driven by the agreed strategic priorities
    - 1.2. Develop mechanisms to eliminate duplication of service delivery
  2. Informing strategic decision-making of the HC/HCT for the humanitarian response
    - 2.1. Needs assessment and gap analysis (across other sectors and within the sector)
    - 2.2. Analysis to identify and address (emerging) gaps, obstacles, duplication, and cross-cutting issues.
    - 2.3. Prioritization, grounded in response analysis
  3. Planning and strategy development
    - 3.1. Develop sectoral plans, objectives and indicators directly support realization of the HC/HCT strategic priorities
    - 3.2. Application and adherence to existing standards and guidelines
    - 3.3. Clarify funding requirements, prioritization, and cluster contributions to HC's overall humanitarian funding considerations (Flash Appeal, CAP, ERF/CHF, CERF)
  4. Advocacy
    - 4.1. Identify advocacy concerns to contribute to HC and HCT messaging and action
    - 4.2. Undertaking advocacy activities on behalf of cluster participants and the affected population
  5. Monitoring and reporting the implementation of the cluster strategy and results; recommending corrective action where necessary
  6. Contingency planning/preparedness for recurrent disasters whenever feasible and relevant.
  7. Accountability to affected populations
- The global cluster will provide operational support to the country cluster  
Performance of the cluster will be measured using the Coordination Performance Report.

**QUALIFICATION and COMPETENCIES** ([ ] indicates the level of proficiency required for the job.)

#### Qualifications

Advanced university degree in one of the disciplines relevant to the following areas: Preferably Civil Engineering or Sanitation Engineering with secondary knowledge of Mechanical Engineering, Hydrology, public health or a field relevant to international WASH related development assistance. Formal training in cluster coordination an advantage

#### Experience

At least 8 years of progressively responsible professional work experience in the UN or other international development organization, national government or the private sector including programme management and/or coordination in the first phase of a major emergency response relevant to the cluster

Language Requirements:

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

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### UNICEF values and competency Required (based on the updated Framework)

#### i) Core Values

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

#### ii) Core Competencies (For Staff with Supervisory Responsibilities) \*

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

#### ii) **Functional Competencies (Required)**

- |  |   |
|--|---|
| • <b>Leading and Supervising [ I ]</b>         | • <b>Formulating Strategies and Concepts [ II ]</b> |
| • <b>Analyzing [ III ]</b>                     | • <b>Relating and Networking [ II ]</b>             |
| • <b>Deciding and Initiating Action [ II ]</b> | • <b>Applying Technical Expertise [ III ]</b>       |

#### iii) **Technical Knowledge <sup>1</sup>**

##### a) **Specific Technical Knowledge Required**

(Technical knowledge requirements specific to the job can be added here as required.)

- Advanced knowledge of one or more of the technical areas of UNICEF programmes.
- Advanced Technical Knowledge of the theories, principles and methods in the following areas: municipal wastewater treatment, wastewater conveyance, water treatment, water conveyance and storage, solid waste management
- Gender and diversity awareness

##### b) **Common Technical Knowledge Required** (for the job group)

Knowledge of the latest theories, technology and practices in:

<sup>1</sup> Reference to UNICEF and/or UN in terms of technical knowledge requirements (a and b above) are applicable only to those who are or have been the staff members of UNICEF or the UN common system.

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- construction and waste management.
- Project cycle management

General knowledge of:

- Knowledge of global human rights and gender 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 relating to children and women, and the current UNICEF position and approaches.
- UNICEF policies and strategy to address WASH issues, including those relating to conflicts, natural disasters, recovery, disaster risk reduction and environment.
- UNICEF financial, supply and administrative rules and regulations.
- Rights-based and Results-based approach and programming in UNICEF.
- UNICEF programme policy, procedures and guidelines in the Manual.
- Mid-Term Strategic Plan
- UNICEF Board endorsed policy papers and agency-wide programmes impacting on WASH results.
- Knowledge and proficiency in the use of corporate office computer system applications and software, including LAN, email, word processing, spreadsheet, database, telecommunications.
- UNICEF policies and strategies promoting gender equality and equity.

### **c) Technical Knowledge to be Acquired/Enhanced** (for the Job)

- Government development plans and policies
- International Humanitarian Law
- Programmatic goals, visions, positions, policies and strategies for sectoral programs
- Knowledge of local conditions and country legislation relevant to UNICEF programmes
- UN policies and strategy to address international humanitarian issues, preparedness and the responses, including the IASC Cluster approach.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines.

Understands key technical issues for the cluster sufficiently well enough to be able to: engage with cluster participants; make full use of their experience and knowledge; guide strategy and plans; communicate and advocate on important issues

- Understands the rationale behind Humanitarian Reform, its main components and recent developments including the Transformative Agenda.
- Understands, uses and adapts the tools, mechanisms and processes developed as part of Humanitarian Reform
- Demonstrates commitment to Humanitarian Principles - Demonstrates commitment to Principles of Partnership -
- Communicates, works and networks effectively with a wide range of people to reach broad consensus on a well-coordinated response, and demonstrates leadership where required
- Thinks and acts strategically and ensures that cluster activities are prioritised and aligned within an agreed strategy

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- Demonstrates commitment to the cluster and independence from employing organisation  
Builds, motivates and leads the cluster coordination team