JOB PROFILE

I. Post Information

Job Title: **WASH Officer** Supervisor Title/ Level: **WASH Manager/ WASH Specialist (Level 3/4)** Organizational Unit: **Programme** Post Location: **Kharkiv FO, Ukraine**	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

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: This WASH Officer level 2 is to be based in a Ukraine Country Office (CO), Kharkiv Field Office where WASH is a substantial component of the Country Programme (or CCPD). The WASH Officer reports to the WASH Manager/Specialist who is at Level 3 or 4.

Purpose of the job: The WASH Officer reports to the WASH Manager/ Specialist who is at level 3 or 4 for supervision. The WASH Officer 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, 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. **Support to WASH infrastructure development: technical documentation, procurement and construction supervision**

5. **Humanitarian WASH preparedness and response**
6. **Networking and partnership building**
7. **Innovation, knowledge management and capacity building**

1. Programme development and planning

- Draft WASH situation-analysis inputs; research and report on WASH trends for programme development, monitoring and evaluation.
- Prepare technical reports and documentation for programme preparation, and materials to facilitate review/approval processes including standard requisitions for supplies, services, and long-term/partnership agreements.
- Contribute to WASH outcome/output results and strategies through sector needs analysis, and to WASH infrastructure project proposals within the Kharkiv AOR (proposals, ToRs, project-context analysis, implementation/procurement modality recommendations).
- With the WASH Manager/Specialist and Government counterparts (vodokanals), promote cost-effective, locally sourced infrastructure designs; maintain an updated list of best practices in construction and design.

2. Programme management, monitoring and delivery of results

- Collect, analyze and share implementation information with colleagues/partners; propose solutions and escalate issues requiring higher-level decisions; maintain records to capture lessons learned.
- Participate in M&E exercises, programme reviews and annual sectoral reviews; prepare resulting reports.
- Monitor and report on sectoral resource use, verifying compliance with allocations, rules and donor commitments.
- Prepare sectoral progress reports for management, donors and partners, including regular project-progress updates within the Kharkiv AOR.
- Support elaboration/implementation of ESS and ESMPs per national and donor requirements.

3. Technical, operational and capacity-building support for programme implementation

- Undertake field visits/surveys; share reports with partners; escalate critical issues/bottlenecks to the supervisor.
- Provide technical/operational support to government counterparts, NGOs, UN partners and donors on UNICEF WASH policies, strategies and best practices.
- Facilitate technical trainings and capacity-building activities — for national partners (to strengthen WASH service governance) and for UNICEF WASH staff (to keep sector capacity current); act as a resource person in broader capacity-building initiatives.

4. Support to WASH infrastructure development: technical documentation, procurement and construction supervision

Technical and contractual documentation

- Prepare scope of works/investment plans (ToRs, contracts, PM plans) per the AWP, budget and site constraints; define cooperation frameworks, deliverables, QC/QA tools, and contracting/payment modalities.
- Apply UNICEF norms/standards, verify and validate technical documents (memoranda, drawings, specs, BOQs, budgets) for completeness, compliance, eco-efficiency and accessibility.
- Liaise with design firms, construction companies and government on pre-construction requirements.

Procurement support

- Support market surveys for contractors/engineering firms; prepare ToRs for local LTAs.
- Support tender document preparation, bidders' conferences, and technical Q&A.

Construction/investment supervision

- Support kick-off meetings to align roles, responsibilities and terms with contractors and government.
- Conduct site visits and technical/joint supervision meetings for QC/QA; track milestones; review site reports for compliance (norms, standards, timelines, health and safety).

- Apply PM tools (PM²/PMI/PRINCE2) for quality, progress and performance assessment.
- Support payment/variation certification and documentation per SOPs; monitor expenditures and maintain PM tracking tables.
- Support contract management (amendments, variations, extensions, liquidated damages); keep documentation current and archived.
- Participate in partial/substantial/final works reception after DLP defect verification; issue certificates.

5. Humanitarian WASH preparedness and response

- Maintain a working understanding of UNICEF's emergency response procedures and readiness requirements.
- Take on support roles in emergency response and early recovery as needed.

6. Networking and partnership building

- Build and sustain partnerships with government counterparts and national stakeholders through information/knowledge sharing.
- Draft communication and advocacy materials to promote awareness, fundraising and partnerships.
- Participate in inter-agency UNDAF planning meetings.
- Research potential donors; prepare resource-mobilization materials and briefs.

7. Innovation and knowledge management

- Support development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems).
- Develop learning/knowledge products on innovative approaches and good practices for WASH sector development.

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. 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.

VI. Recruitment Qualifications	
Education:	An advanced university degree in one of the following fields is required: public health, social sciences, behavior change communication, sanitary engineering or another relevant technical field. Additional relevant post-graduate courses that complement/supplement the main degree are a strong asset.
Experience:	DEVELOPMENTAL: a minimum of two years of professional work experience in WASH-related programmes for developing countries is required. HUMANITARIAN: desirable, 1 year
Language Requirements:	Fluency in English and Ukrainian is required. Knowledge of another official UN language is an asset.

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	Basic knowledge of six of the eight components
1. Humanitarian WASH - preparedness 2. Humanitarian WASH - response and recovery	Basic knowledge of one component
1. Humanitarian WASH – coordination of the response	Basic knowledge
2. Programme/project management 3. Capacity development 4. Knowledge management 5. Monitoring and evaluation	Basic knowledge of all four components
1. Human rights and WASH 2. Gender equality and WASH	Basic knowledge