GENERIC JOB PROFILE – FILLED FOR CRDM-CAR GCF PROJECT

Programme Specialist (Climate), P-3

Project lead for Climate Resilient WASH and Disaster Management services for vulnerable children in the Central African Republic (CRDM-CAR)

I. Post Information

Job Title:	Programme Specialist (Climate), P-3	**Job Level:**	Level 3 / P3
Supervisor Title/Level:	WASH Climate Chief, P4	**Job Profile No.:**	
Organizational Unit:	CRDM-CAR GCF Project Management Unit, under the leadership of the UNICEF CAR WASH Section	**CCOG Code:**	
Post Location:	Bangui, Central African Republic, with regular field travel to Bangui project sites, Ouham, Bamingui-Bangoran and Vakaga	**Functional Code:**	
Contract Type:	Temporary Appointment	**Job Classification Level:**	Level 3
Project Role:	Project Lead dedicated exclusively to CRDM-CAR GCF project implementation, under the leadership of the WASH Climate Chief, P4	**Duration:**	Initial 364 days, renewable subject to funding and performance
Project Focus:	Climate-resilient WASH, WRM, DRR, EWS, O&M sustainability, institutional strengthening, safeguards and climate finance delivery	**Location Coverage:**	Bangui, Ouham, Bamingui-Bangoran and Vakaga
Status:	Draft for HR review and CRDM-CAR GCF project validation	**Prepared for:**	UNICEF CAR CRDM-CAR GCF Project

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, advocacy and operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment 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.

The Programme Specialist (Climate), P-3 role is established for CRDM-CAR, a six-year GCF investment supporting climate-resilient WASH services, water resources management, disaster risk reduction, early warning, urban drainage, institutional capacity building, safeguards, monitoring and learning in Bangui, Ouham, Bamingui-Bangoran and Vakaga. The post combines project leadership, cross-functional PMU management and technical oversight to ensure that the GCF investment is delivered with strong implementation discipline, fiduciary accountability, safeguards compliance and measurable climate adaptation results.

The Programme Specialist (Climate), P-3 reports directly to the WASH Climate Chief, P4. Under the leadership of the WASH Climate Chief, the incumbent is accountable for the day-to-day management of CRDM-CAR and its Project Management Unit, ensuring that implementation remains aligned with the GCF proposal, UNICEF rules and procedures, government priorities, fiduciary and safeguards requirements, and the strategic direction set for the project. The role is dedicated exclusively to the delivery, coordination and quality assurance of the GCF CAR project within the WASH programme framework.

The Project Lead manages the planning, implementation, coordination, monitoring support, financial follow-up, quality assurance, and reporting of CRDM-CAR. The position provides cross-functional leadership for the project and its PMU across programme, operations, finance, supply, partnerships, ESS, risk management, gender, indigenous peoples and social inclusion functions, while ensuring technically sound delivery of climate-resilient WASH, WRM, DRR, EWS, O&M, institutional strengthening, learning and climate finance results.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- Project and PMU leadership, planning and cross-functional coordination
- Programme management, monitoring support, reporting and delivery of results
- Technical leadership and quality assurance for climate-resilient WASH implementation
- Innovation, knowledge management and capacity building

Project coordination and PMU leadership, planning and cross-functional coordination

- Under the lead of the section chief, provide overall programme coordination and leadership for CRDM-CAR, ensuring coherent engagement and alignment with all relevant stakeholders at ministerial and programmatic levels, internally across UNICEF sections, field offices and operational functions, and externally with government institutions, implementing partners, UN agencies, development partners, technical bodies, civil society and private sector actors.
- Lead the establishment and day-to-day management of CRDM-CAR governance structures, including the PMU, Project Steering Committee and technical advisory mechanisms; serve as UNICEF's lead to the Project Steering Committee by scheduling meetings, preparing agendas and decision papers, tracking follow-up actions, and ensuring that workplans, budgets, procurement, partnerships, safeguards, reporting and field implementation remain coherent and aligned with the approved GCF proposal and UNICEF procedures.
- Lead and coordinate the CRDM-CAR Project Management Unit to deliver against the approved Annual Work Plan, including the P2 M&E/MERL Officer and two NOB staff assigned to the project, while providing overall guidance and strategic steering to the Project ESS Officer and working closely with Gender, Indigenous Peoples and Social Inclusion colleagues/functions to ensure their inputs are integrated into project planning, implementation, monitoring and reporting.
- Convert the CRDM-CAR funding proposal, feasibility study, annexes, budget assumptions and implementation arrangements into annual workplans, technical roadmaps, procurement and partnership priorities, and field implementation schedules.
- Facilitate regular CRDM-CAR project coordination meetings with WASH Section colleagues, operations, supply, field offices, government counterparts, implementing partners, consultants and contractors, ensuring timely follow-up of decisions and bottlenecks, under the leadership of the WASH Climate Chief, P4.
- Lead the preparation and quality assurance of WASH and climate-resilience inputs for planning, management briefs, policy dialogue, Project Steering Committee documentation, strategic communication and GCF reporting.
- Ensure close integration of WASH with WRM, DRR, EWS, Health, Education, Child Protection, SBC, Gender, Social Inclusion, PSEA, safeguards and accountability systems for integrated project delivery.

Programme, financial management, monitoring support and delivery of results

- Lead the delivery of assigned CRDM-CAR outputs and activities through timely planning, technical review, partner coordination, field supervision, quality assurance, risk tracking and corrective-action follow-up.
- Ensure effective systems for planning, budgeting, monitoring, evaluation, learning and reporting are in place and aligned with UNICEF and GCF standards, supervising the P2 M&E/MERL Officer to ensure indicators, baselines, targets, evidence requirements, field verification and learning processes are technically sound, useful for project management and compliant with GCF reporting needs.
- Monitor implementation progress across project sites and partners, identify technical, operational, financial and contextual bottlenecks, and provide recommendations to the Chief WASH-Climate for strategic decisions and escalation when required.
- Lead CRDM-CAR budget planning, forecasting, expenditure monitoring and financial reporting in the absence of a dedicated finance post reporting to the PMU; manage budgets, forecasts and expenditures to ensure cost-effectiveness, value for money, disbursement readiness against FAA covenants and procurement milestones, and full compliance with GCF fiduciary standards and UNICEF standards, policies and procedures.
- Ensure robust internal controls and transparent fund flow mechanisms between UNICEF, the Executing Entity, government partners and implementing partners, in coordination with operations, finance and programme colleagues.
- Own the preparation and timely submission of the GCF Annual Performance Report, coordinating inputs from involved stakeholders and quality assuring quarterly progress updates, technical notes, donor updates and government coordination materials.
- Oversee procurement, logistics and contract management for partners, consultants, suppliers and contractors; convene and chair the Technical Review Panel for competitive selection of NGO/CSO partners, contractors and consultants; and ensure quality control of contract deliverables.
- Provide overall guidance and strategic steering to the Project ESS Officer to support implementation of the ESMF/ESMP, safeguards monitoring and quarterly safeguards reporting to the Project Steering Committee.
- Work closely with the Gender, Indigenous Peoples and Social Inclusion colleagues/functions to support implementation and monitoring of the CRDM-CAR Gender Action Plan, tracking of relevant IRMF indicators, IPP/FPIC/VLD compliance and operation of a SEA/SH survivor-centred grievance mechanism, in coordination with ESS responsibilities where mandates overlap.

Technical leadership and quality assurance for climate-resilient WASH implementation

- Provide technical leadership for climate-resilient rural water supply, sanitation, WASH in schools, WASH in healthcare facilities, water resources management, community DRR, early warning systems and urban drainage interventions.
- Quality assure technical designs and specifications for solarized and flood-resilient water systems, resilient sanitation, inclusive institutional WASH packages, climate-sensitive drainage, hydrometric/groundwater monitoring, WRM/DRR measures and related equipment.

- Maintain and update the project risk register, escalate material risks to the Chief WASH-Climate, the CO Risk Manager and the Project Steering Committee in line with project risk-management provisions, and ensure incidents are reported and addressed according to UNICEF and project protocols.
- Ensure designs and implementation approaches apply climate risk screening, risk-informed siting, sustainable abstraction, water safety, flood protection, accessibility, MHH, IPC, gender-responsive access, disability inclusion, environmental and social safeguards, SEA/SH risk mitigation and community feedback mechanisms; jointly with the CO Risk Manager, apply AML/CFT screening in line with UNICEF/GCF requirements, escalate red flags within 72 hours, support HACT assurance activities including spot checks, audits and FACE form review, and ensure project staff, partners and contractors comply with UNICEF policies, Code of Conduct and AMA/FAA obligations.
- Provide technical guidance to government counterparts, NGO partners, UN agencies, private sector providers, contractors and consultants on UNICEF policies, strategies, procedures and best practice in climate-resilient WASH programming.
- Under the leadership of the Chief WASH-Climate, mobilize and coordinate specialist support from regional and headquarters teams, the WASH and Climate Center of Excellence and technical service providers when complex engineering, climate, O&M, safeguards, monitoring or climate finance issues require additional expertise.

Networking, government partnership and climate finance engagement

- Under the leadership of the Chief WASH-Climate, lead technical partnerships with MEDHR/DGRH, ANEA, Ministry of Environment, Directorate of Meteorology, Civil Protection, Ministry of Health, Ministry of Education, Bangui Municipality, prefectural authorities, NGOs/CSOs, private sector operators and community structures to support coordinated project delivery, technical decision-making and government ownership.
- Under the leadership of the Chief WASH-Climate, represent CRDM-CAR technical priorities in relevant WASH, climate adaptation, WRM, DRR, EWS and donor coordination spaces, in line with UNICEF management guidance.
- Prepare technical briefs, additionality narratives, evidence notes and scale-up arguments to support UNICEF engagement with GCF, government, IFIs, development partners and potential co-financers.
- Identify opportunities to mobilize complementary resources and build a pipeline of climate-resilient WASH investments beyond CRDM-CAR, including replication in other prefectures and contribution to UNICEF global learning on climate-resilient WASH.

Innovation, knowledge management and capacity building

- Lead or support WASH action research, innovation and documentation on climate-resilient water systems, solarized services, rural service models, sustainability and resilience checks, digital monitoring, community feedback, O&M and inclusive WASH approaches.
- Prepare learning products, guidance notes, case studies and good-practice briefs to support CAR WASH sector development and UNICEF internal learning on climate-resilient WASH.
- Develop and deliver capacity-building packages for UNICEF staff, government institutions, implementing partners, contractors, service operators, water-user associations and community groups on climate-resilient WASH, WRM, DRR, EWS, O&M, data use, GCF compliance, fiduciary requirements, safeguards and reporting obligations.
- Lead systematic assessment of WASH and climate sector capacity gaps and support the design of initiatives to strengthen capacities at national and subnational levels.
- Participate as a resource person in technical workshops, sector reviews, community-of-practice activities and learning events related to climate-resilient WASH and disaster management.

IV. Impact of Results

1. CRDM-CAR is led and coordinated effectively through a cross-functional PMU, with clear project management, fiduciary oversight, technical direction, implementation follow-up, safeguards compliance and strong alignment with GCF, UNICEF and government requirements.
2. Climate-resilient WASH designs, procurement, construction, operation, maintenance and handover processes are technically sound, risk-informed and more likely to remain functional for children and vulnerable communities.
3. Government counterparts and sector partners are better able to mainstream climate adaptation, WRM, DRR, EWS and resilience into WASH policies, standards, programmes and monitoring systems.
4. UNICEF CAR is positioned to deliver a flagship GCF project, generate credible evidence, capture lessons and scale climate-resilient WASH models in CAR and across the wider UNICEF network.
5. Project leadership, government partnership and knowledge management contribute to improved child survival, public health, resilience, water security and reduced inequalities in target communities.

V. UNICEF values and competency required

Core Values	Care; Respect; Integrity; Trust; Accountability; Sustainability.
Core Competencies – 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); Drives to achieve impactful results (1); Manages ambiguity and complexity (1).
Leadership expectations for this P3 role	The incumbent is expected to provide cross-functional PMU leadership, project management, fiduciary follow-up, coordination and technical direction dedicated exclusively to CRDM-CAR, under the leadership and supervision of the WASH Climate Chief, P4, with accountability centred on the successful delivery of the GCF CAR project.
Technical Knowledge	Programme and project management; leadership of large-scale, multi-year and multi-stakeholder programmes; climate change, climate adaptation and resilience; climate finance and requirements of multilateral climate funds; disaster risk reduction and early warning mechanisms; multi-ministerial coordination and management of complex institutional partnerships; results-based management; monitoring and evaluation; indicator frameworks, data quality assurance and evidence-based decision-making; donor, government and management reporting; financial and operational monitoring; risk management; capacity development; and knowledge management. Strong knowledge of gender equality and gender-responsive programming; environmental and social safeguards (ESS); disability inclusion; Indigenous Peoples and marginalized-group inclusion; prevention of sexual exploitation and abuse and sexual harassment risk mitigation; community engagement; and accountability to affected populations is required. Strong knowledge of WASH programming, climate-resilient WASH approaches and related sector policies and systems is a strong asset.

VI. Recruitment Qualifications

Education	An advanced university degree in programme or project management, public administration, international development, engineering, environmental sciences, public health, economics, social sciences, or another relevant field is required. Additional relevant post-graduate training or certification in project management, programme leadership, public policy, financial management, monitoring and evaluation, or related areas is an asset.
Experience	A minimum of five years of progressively responsible professional experience in programme or project management in developing-country or comparable contexts is required. Demonstrated experience as a programme or project lead, coordinating the planning and implementation of a large-scale, multi-year and multi-stakeholder project involving several government ministries, implementing partners and technical or financial partners is required. Strong command of the full project cycle—including design, planning, budgeting, implementation, monitoring, risk management, evaluation, learning and closure—is required. Proven experience in results-based management, financial and operational follow-up, preparation and quality assurance of high-quality donor and management reports, and leadership of multidisciplinary or cross-functional teams is required. Experience managing complex governance arrangements and maintaining effective relationships with senior government counterparts is highly desirable. Experience in climate change programming, climate adaptation, resilience, or climate finance is a strong asset. Experience with programmes financed by multilateral climate, development or humanitarian funds, including GCF-funded projects, is also an asset. Experience working in fragile, humanitarian or access-constrained settings is desirable.
Language Requirements	Fluency in French is required for CAR implementation and coordination with national counterparts. Working proficiency in English is required for UNICEF and GCF reporting. Knowledge of Sango or another local language is an asset.
Other Requirements	Ability to lead project coordination, travel frequently to field locations, work in fragile and access-constrained settings,

	coordinate with government and implementing partners, manage technical consultants and contractors, and prepare high-quality technical, donor-facing and management documents within deadlines.

VII. Technical requirements

- Strong technical knowledge of the full project cycle, results-based management, financial and risk monitoring, governance and multi-ministerial coordination for large-scale programmes, and the development of national policies, norms and standards.
- Knowledge of climate adaptation, resilience, climate finance requirements, disaster risk reduction and early warning mechanisms. Knowledge of climate-resilient WASH services, related policies and sustainable service management is a strong asset.
- Strong knowledge of monitoring, evaluation and learning frameworks, indicators, data quality assurance and evidence-based decision-making, including results reporting against agreed targets and preparation and quality assurance of technical, financial and donor reports, particularly for GCF-funded programmes.
- In-depth knowledge of human rights, gender-responsive programming, environmental and social safeguards (ESS), disability inclusion, Indigenous Peoples and marginalized-group inclusion, community engagement and accountability to affected populations.