GENERIC JOB PROFILE

I. Post Information

Job Title: **WASH Officer** Supervisor Title/ Level: **WASH Specialist NO-3** Organizational Unit: CR WASH Post Location: **Harare, Zimbabwe**	Job Level: **Level 2** Job Profile No.: 139563 CCOG Code: **1B06e** Functional Code: **WSH** Job Classification Level: **NO-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 GJP is to be used in a Country Office (CO) where WASH is a substantial component of the Country Programme (or CCPD). The WASH Officer reports to the WASH Specialist who is at Level 3.

Purpose of the job: Reporting to the WASH Specialist (NO-3), the WASH Officer provides technical, operational and administrative assistance throughout the WASH programming cycle. The Officer supports the development, implementation, monitoring, quality assurance and evaluation of WASH output results, including at decentralized levels and across integrated and intersectoral programme components.

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

1. Programme development and planning

- Draft updates for WASH in the situation analysis, to inform the development of WASH-related outcome and output results. Research and report on trends in WASH, for use in programme development, management, monitoring, and evaluation.
- Prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevance of information.
- Contribute to the development/establishment of WASH-related outcome and output results, as well as related strategies, through analysis of WASH sector needs and priorities.
- Provide technical and administrative support throughout all stages of programming processes by executing/administering a variety of technical programme transactions, preparing materials/documentations, complying with organizational processes and management systems, to support progress towards the WASH-related outcome and/or output results in the country programme.
- Prepare required documentations/materials to facilitate review and approval processes.

2. Programme management, monitoring and delivery of results

- Work collaboratively with colleagues and partners to collect/analyze/ share information on implementation issues, provide solutions on routine programme implementation and alert appropriate officials and stakeholders for higher-level interventions and/or decisions. Keep records of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts and prepare reports on results for required action/interventions at the higher level of programme management.
- Monitor and report on 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. Report on issues identified to enable timely resolution by management/stakeholders.
- Prepare sectoral progress reports for management, donors and partners.

3. Technical and operational support for programme implementation

- Provide technical quality assurance for all UNICEF-supported WASH interventions at decentralised levels, under the guidance of the WASH Specialist. Review technical designs, specifications and implementation approaches; verify through field monitoring that infrastructure, services and programme activities meet applicable national and UNICEF standards; provide corrective technical guidance to implementing partners and local authorities; and track identified quality issues to resolution, escalating those requiring specialist or management decisions.
- Undertake field visits and surveys, collect and share reports with partners/stakeholders. Report critical issues, bottlenecks and potential problems to supervisor, for timely action.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices in WASH, to support programme implementation.

4 Humanitarian WASH preparedness and response

- Draft requisitions for supplies, services, long-term agreements and partnership agreements to ensure UNICEF is prepared to deliver on its commitments for WASH in case of an emergency.
- Study and fully understand UNICEF's procedures for responding in an emergency.
- Take up support roles in an emergency response and early recovery, as and when the need arises.

5 Networking and partnership building

- Build and sustain close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve WASH output results.
- Draft communication and information materials for WASH programme advocacy to promote awareness, establish partnership/alliances and support fund-raising for WASH.
- Participate in inter-agency meetings on UNSDCF planning, to integrate and harmonize UNICEF output results and implementation strategies with UNSDCF development and planning processes.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

6 Innovation, knowledge management and capacity building

- Assist in the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems).
- Assist in the preparation of learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development.
- Assist in creating and delivering learning opportunities for UNICEF WASH staff, to ensure our sector capacity remains up-to-date with latest developments.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

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

- 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)

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: civil engineering, water resource management, public health & epidemiology, social sciences & behavior change, public policy, governance and economics or another relevant technical field. Additional relevant post-graduate courses that complement/supplement the main degree are a strong asset.
Experience:	A minimum of two years of professional work experience in WASH-related programmes for developing countries is required.
Language Requirements:	Fluency in English is required. Fluency in a local language is desired.

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	Basic knowledge of all four

4. Knowledge management 5. Monitoring and evaluation	components
1. Human rights and WASH 2. Gender equality and WASH	Basic knowledge

VIII. Child Safeguarding	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point, or investigator (OIAI)?	No
Is this post a direct contact role in which incumbents will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?	No
Is this post a child data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national id, location data, or photos)?	No
The selected candidate for this position will be required to engage with vulnerable children.	No