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TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Title:	**WASH Officer**
Level:	**National Officer, Level 1**
Appointment Type:	**Temporary Appointment**
Duration:	**129 days**
Duty Station:	**Maiduguri**
Reporting to:	**WASH Manager**

BACKGROUND:

Under the guidance and supervision of a WASH Specialist, the WASH Officer will provide professional technical, operational and administrative assistance throughout the WASH programming process in Nigeria. The temporary appointment will support programme development, implementation, monitoring, reporting and knowledge management across WASH interventions, including emergency response, sanitation and hygiene, water quality, WASH in institutions, and other priority areas as required by the Country Office and field offices.

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 favouritism. 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. In Nigeria, UNICEF works in a complex humanitarian and development setting to fulfill and protect children's rights in partnership with government, civil society, communities, children and families. Within this context, the WASH programme supports systems strengthening, emergency preparedness and response, and delivery of sustainable, equitable and climate-resilient water, sanitation and hygiene services, particularly for the most vulnerable populations, including those in conflict-affected areas.

PURPOSE OF THE ASSIGNMENT:

The WASH Officer reports to a WASH Manager at Level 4 for supervision and guidance. The role provides technical, operational and administrative support throughout the WASH programming cycle, applying theoretical and practical technical skills to research, collect, analyse and present programme information, while supporting the development, implementation, monitoring and reporting of WASH output results in the Country Programme.

As a national officer role at NOA level, the post is intended to provide entry-level professional support to WASH programming while building familiarity with UNICEF rules, regulations, procedures and systems. The incumbent will work with colleagues, government counterparts, implementing partners and other stakeholders to support evidence-based planning, timely implementation, field monitoring, documentation of results, emergency preparedness and response, and learning across the WASH programme. The position may be based in Abuja or another UNICEF Nigeria duty station,

depending on programme needs, and may require field travel to support implementation and monitoring.

How can you make a difference?
The WASH Officer will make a difference by supporting the planning, implementation, monitoring and documentation of WASH programmes that contribute to improved access to safe water, sanitation and hygiene for children and communities, especially the most vulnerable. The role will help ensure timely, accurate and evidence-based programme support, contribute to emergency preparedness and response, and strengthen collaboration with partners for sustainable WASH results.

MAJOR RESPONSIBILITIES:
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
   - Research and analyse national and sub-national political, WASH, health, social and economic development trends to inform programme development, design and preparation.
   - Collect, analyse, verify and synthesize information to support situation analysis, programme planning, documentation and decision-making.
   - Assist in the development and establishment of WASH-related outcome and output results, strategies, indicators and workplans based on sector needs and priorities.
   - Prepare technical reports, inputs, documentation and materials to facilitate programme preparation, review and approval processes.

2. Programme management, monitoring and delivery of results
   - Work collaboratively with colleagues and partners to collect, analyse and share information on programme implementation issues, routine bottlenecks and proposed solutions.
   - Participate in monitoring and evaluation exercises, programme reviews and sectoral reviews with government and other counterparts, and prepare minutes, reports and follow-up actions.
   - Monitor and report on the use of sectoral programme resources, verify compliance with approved allocations, UNICEF rules, donor commitments and standards of accountability and integrity.
   - Maintain records of reports, assessments and monitoring findings to support follow-up, institutional learning and documentation of results.
   - Prepare inputs for programme and donor reporting, ensuring accuracy, timeliness and relevance of information.

3. Technical and operational support for programme implementation
   - Undertake field visits and surveys, collect information and share reports with partners and stakeholders.

- Identify and report critical issues, bottlenecks and potential problems to the supervisor for timely action.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other stakeholders on UNICEF policies, strategies, processes and good practices in WASH.
- Support programme implementation through preparation of materials, documentation and administrative follow-up in line with organizational processes and systems.

5. Networking and partnership building
- Build and sustain close working relationships with government counterparts, national stakeholders and implementing partners through active sharing of information and knowledge.
- Draft communication and information materials for WASH programme advocacy, awareness raising, partnership building and resource mobilization.
- Participate in inter-agency meetings and events on WASH programming to support coordination and harmonization of UNICEF output results with wider sector plans.
- Research information on potential donors and prepare resource mobilization materials and briefs for partnership development purposes.

4. Humanitarian WASH preparedness and response
- Draft inputs for WASH emergency preparedness, including supplies and services, partnership agreements, long-term agreements and coordination mechanisms.
- Study and apply UNICEF procedures for emergency response and early recovery.
- Support WASH emergency response and early recovery activities as required, including in conflict-affected or cholera-prone areas.
- Contribute to documentation, coordination and follow-up of emergency preparedness and response actions.

6. Innovation, knowledge management and capacity building
- Assist in the development, implementation, monitoring and documentation of WASH action research and innovation, including technical and systems innovations.
- Assist in preparing learning and knowledge products covering innovative approaches and good practices to support WASH sector development.
- Support learning opportunities for UNICEF WASH staff and partners to strengthen sector capacity and keep approaches up to date.
- Participate as a resource person in capacity-building initiatives to enhance the competencies of clients and stakeholders.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED:

Education:
First university degree in one of the following fields is required: public health, social sciences, behaviour change communication, sanitary engineering or another relevant technical field.
Additional relevant post-graduate courses that complement the main degree are a strong asset.

Experience:
A minimum of one year of professional experience in WASH-related programmes is required. Experience in programme implementation, field monitoring, data collection and analysis, partner

support, reporting, sanitation and hygiene, rural or urban water supply, water quality, WASH in schools or health centres, Engineering/Construction, Policy/ Finance or emergency WASH preparedness and response is an asset. For roles focused on emergency response, at least one year of professional experience in a humanitarian setting is desirable. Experience working with government, civil society organizations, UN agencies or development partners is an asset.

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.

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)

The above core competencies are applicable to the role.

iii. Additional Skills

- Basic technical knowledge of WASH programming, including rural and urban water supply, Sanitation Systems, Hygiene Promotion, WASH in Schools, WASH in Healthcare Facilities, Humanitarian WASH, Enabling Environment
- WASH in institutions and programme sustainability.
- Ability to collect, analyse and present programme information clearly and accurately.
- Basic understanding of monitoring, evaluation, knowledge management, capacity development and programme/project management.
- Ability to work collaboratively with government counterparts, implementing partners, communities and UNICEF colleagues.
- Good written and oral communication, documentation, reporting and follow-up skills.
- Writing Proposals, drafting reports, Initiating Cooperation, Planning, Monitoring, and Delivering Results.

Signatures:

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Francis Busiku Butichi
Chief of Field Office

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Arthur Adje
Chief People & Culture

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Emily Rand
WASH Chief

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Rownak Khan
OiC Country Representative