

# Advertisement

Junior Professional Officer  
**Programme Officer  
(Emergency WASH)**

UNICEF



*Closing Date: 4 May 2012*

## I General information

<b>Title:</b>	Programme Officer, Emergency WASH
<b>Sector of Assignment:</b>	Water, Sanitation, Hygiene (WASH)
<b>Country:</b>	Tanzania
<b>Location (City):</b>	Dar-es-Salaam
<b>Agency:</b>	UNICEF
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years
<b>Grade:</b>	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

Note : this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **candidates from developing countries** – see criteria at the website of the Dutch Ministry of Foreign Affairs:

<http://www.minbuza.nl/en/key-topics/development-cooperation/associate-experts-programme>

## II Duties, responsibilities and Output Expectations

1. Support the finalization of national cholera and other emergency guidelines/ toolkits in good consultation with Government and non-governmental key actors to ensure that preparedness efforts and emergency responses are integrated into national structures and processes.

**Outputs:** Quality guidelines available to and used by key WASH sector stakeholders

2. Participate in WASH emergency forums engaging with Government and donors in a proactive manner. In particular, work closely with the Ministry of Health and Social Welfare (MOHSW), Ministry of Water (MOW) and the Prime Minister's Office Disaster Management Department and their counterpart Ministries in Zanzibar in all efforts to ensure effective preparedness and timely response.

**Outputs:** Enhanced coordination of efforts by all stake holders and avoiding gaps

3. Support and contribute to the development of harmonised WASH sector wide guidelines, in keeping with the Joint Assistance Strategy and National Poverty Reduction Strategy. Design, prepare, implement, monitor and evaluate aspects of the sanitation & Hygiene programme within this framework. Analyze and evaluate data to ensure achievement of programme objectives and/or take corrective action when necessary to meet these programme objectives.

**Outputs:** Assist in the development and/or introduction of new approaches, methods and practices in project management and evaluation.

4. Support the organization of national/ sub-national training courses related to emergency WASH (particularly cholera, flooding and displacement) and the facilitation/ organization of regular coordination and preparedness meetings with key actors.

**Outputs:** Availability of well-equipped National Emergency Resource Team and enhanced regional/district emergency preparedness and response capacities

5. Manage and keep updated the emergency pre-stock database, and work closely with the WASH sector partners and with the UNICEF supply section to keep up WASH preparedness stocks levels in the country and develop timely identification of gap items and a procurement plan; in case of emergency, support timely NFI (non-food items) distribution monitoring and work with WASH sector partners targeting most affected areas.

**Outputs:** Effective emergency stock management, as a preparedness measure as well as during emergency response

6. Contribute to the development/ improvement of emergency IEC materials (including specifically those appropriate for children) for the sector and their effective use.

**Outputs:** Sound IEC materials available

7. Assist the sector to develop a clear emergency preparedness and response plan.

**Outputs:** WASH Sector emergency preparedness and response plan available

8. Undertake field visits to monitor programmes, and conduct periodic programme reviews with government counterparts and other partners. Propose and/or undertake action on operational procedures affecting programme implementation and management. Provide technical advice and assistance to government officials and other partners in planning, implementation, monitoring and evaluation of sanitation & Hygiene programmes.

**Outputs:** Ensures documentation and exchange of innovative approaches, experiences and lessons learnt related to scaling up WASH interventions

9. Participate in the development of WASH work plans, ensure progress towards agreed objectives and facilitate intersectoral programming. Prepare programme/project status reports required for management Board, donors, budget review, programme analysis, annual reports, etc. Ensure the accurate and timely input of project information in computerized programme management system and the issuance of status reports for monitoring and evaluation purposes.

**Outputs:** Provide technical guidance and support to staff within YCSD and across other Programmes in meeting WASH objectives.

### **III Training component: Learning elements and expectations**

The JPO will undergo a comprehensive training programme which to benefit both the SM and UNICEF through, among others, undergoing a ‘learning by doing’ programme.

Various sources of learning will include but not be limited to the following:

- Coaching during “doing”
- Direct training through the various UNICEF provided WebEx sessions
- Various online sources, publications, etc.
- Face-to-face training provided by UNICEF as deemed relevant and appropriate
- Exposure to other bi-lateral and multi-lateral organizations

Among other activities, the assignment will start by developing a detailed learning plan for the SM that will include time line, expected result, source, etc. with a view to have a clear vision on the set of skills the SM would have acquired by the end of the assignment and with a view of developing her/his skills to be able to manage regular UNICEF SM’s workload and function on her/his own.

In addition:

- UNICEF uses e-PAS (or electronic Performance Appraisal System) that enables staff and supervisors to set up, monitor and complete their annual performance evaluations.
- E-PAS includes a 3-phase participatory performance management approach (planning, mid-year review and year-end assessment) where work outputs, competencies and development goals are discussed and rated by supervisor and supervisee.

Upon completion of the assignment the JPO will have/ will be able to: Take full responsibility or work with minimum guidance/ supervision on the above listed responsibilities and have gained considerable insight emergency preparedness and response issues and challenges and experience in working with Government and Civil Society partners.

#### **IV Supervision**

**Title of supervisor:** Chief of WASH

#### **V Required Qualifications and Experience**

**Education:** Advanced Degree (MA, MS, MSc, MPH, Ph.D) in a WASH relevant field (e.g. Public Health, Civil Engineering or other related field).

**Working experience :**

Preferably two to maximal four years in the WASH sector, including in developing country/ countries and emergency focused.

**Languages:** Fluency in English language with excellent writing and communication skills and willingness to learn Kiswahili. Knowledge of Kiswahili an advantage.

**Key competencies:**

The ideal candidate must have the following skill sets

- Good planning, organizational and analytical skills
- Experience working with government agencies at national and sub-national levels, local authorities, NGOs and communities in the field of water, sanitation and hygiene promotion.
- Report writing and presentation skills
- Very good communication skills both oral and written.
- Working knowledge of computers, internet, spread sheets and simple databases is essential
- Experience of training and organizing training events desirable

#### **VI Background information on Agency/Department/Section**

<http://www.unicef.org/infobycountry/tanzania.html>

The United Nations in Tanzania is one of the most advanced countries in the world in terms of “Delivering as One UN”. Instead of each UN Agency having its own programme of cooperation with the Government, in Tanzania, all UN Agencies are working together under one common plan, the United Nations Development Assistance Plan (“UNDAP”) 2011-2015. Water, Sanitation and Hygiene (WASH) is one of the Programmes under this plan, with UNICEF as the lead agency and WHO and UN-Habitat as active members. UNICEF’s key focus is on two areas: “WASH in Schools” and “Sanitation and Hygiene”, considering its impact on children and women and UNICEF’s niche in the context of the over USD 1 billion National Water Sector Development Programme.

The UNICEF supported WASH Programme aims at scaling-up WASH in Schools and promotion of good sanitation and hygiene practices with quality. It does so by working at all levels: national, regional, district and village/ community level. In this way, UNICEF’s work of influencing WASH policies to include appropriate measures to include the vulnerable, technical assistance for systems strengthening, capacity building, development of standards, national guidelines, comprehensive programmes etc. is well founded on UNICEF’s work at the grass roots. In schools and communities, UNICEF supports a standard, basic package that facilitates good hygiene practices: use of improved latrines, hand washing with soap and household water treatment and safe storage. A small component of the programme focuses on sustainability of water supply facilities, which is a major area of concern in Tanzania.

Besides the above development oriented WASH programme, Tanzania faces regular small to medium scale emergencies. These can include floods, cholera, drought, refugee influxes, earthquakes, sinking ships and some man-made emergencies. Tanzania has not faced a major emergency since 1994 with

the massive influx of refugees into North Western Tanzania (NWT). There is still some residual emergency capacity in Tanzania from the experiences of managing the camps in NWT (approx. 98,000 refugees still remain). The Government of Tanzania also has experience of responding to cholera, which is endemic in Tanzania. There are however a range of capacity gaps noted with examples including limited availability of preparedness stocks, poor understanding of minimum standards in emergency response, poor information sharing and coordination in emergencies and weak infection control knowledge of health staff. Staff members have not been trained for many years on cholera, and the Government of Tanzania cholera guidelines have not been updated since 2001 and gaps in quality of responses have been noted.

UNICEF is the Lead UN agency for WASH in Emergencies, and it has been observed that WASH is a recurring need in most emergencies that have occurred, each time requiring UNICEF's action. In the past years UNICEF has supported a range of emergency preparedness and response activities for emergencies in the Mainland and Zanzibar. It has established regular coordination meetings of emergency WASH actors with better mapping and information on available emergency preparedness stocks; and defined a capacity building agenda, including recruiting international trainers to run a national emergency capacity building training for emergency WASH related to cholera, flooding and displacement. Also UNICEF in collaboration with partners has started supporting the Ministry of Health and Social Welfare (MoHSW) in revising the National Cholera Guidelines, developing various Emergency WASH Toolkits and establishing a National Emergency WASH Resource Team (NEWASH – RT).

## **VII Information on living conditions at Duty Station**

### **Security**

The current Security Level in the capital is Low-2. Threats to staff are considered low and there are no restrictions regarding family accompaniment.

### **Housing**

Rental apartments and houses in Dar-es-Salaam are readily available and range in price from the inexpensive (\$2,000 per month) through the very expensive (\$5,000 and more) depending on size and location. Apartments and attached houses in compounds are generally fully furnished, whereas stand-alone houses are generally un-furnished. Furniture can be fairly expensive in Dar-es-Salaam. For Temporary Accommodation, the office has a list of recommended hotels and guest houses which is shared before arrival.

### **Medical Facilities**

Medical facilities are generally available in Dar-es-Salaam including public and private hospitals, private clinics and doctors. Many of the private hospitals and clinics have international doctors offering fair medical service. However, any serious illness/injury may result in the need for evacuation to Kenya/Nairobi. Malaria is one of the most common diseases in Dar-es-Salaam. However, can be avoided should staff put in place the required precautionary measures.

### **Education Institutions**

There are several international schools in Dar-es-Salaam including:  
International School of Tanganyika (IST). <http://www.istafrica.com/>  
Dar-es-Salaam International Academy (DIA) <http://www.diatz.cc/>  
Agha Khan School. <http://www.akdn.org/akes>

The most popular of the above being IST.

Dar-es-Salaam also has an international French School under the supervision of the French Embassy. For more information, please visit <http://www.ambafrance-tz.org/French-School-Arthur-Rimbaud-in>.

### **Employment for spouses**

UNICEF offices will, to the extent possible, assist spouses of international staff members seeking employment in UNICEF or other UN agencies.

## **VIII How to apply**

Please apply to this post via UNICEF e-Recruitment portal through the link below.

[https://careers.unicef.org/sap/bc/webdynpro/sap/hrrcf\\_a\\_posting\\_apply?PARAM=cG9zdF9pbmN0X2d1aWQ9NEY4MTQ3ODc0NEVGMjQxMEUxMDAwMDAwOUU3MTBGMEYmY2FuZF90eXBIPUVYVA%3d%3d&sap-client=100&sap-language=EN&sap-accessibility=X](https://careers.unicef.org/sap/bc/webdynpro/sap/hrrcf_a_posting_apply?PARAM=cG9zdF9pbmN0X2d1aWQ9NEY4MTQ3ODc0NEVGMjQxMEUxMDAwMDAwOUU3MTBGMEYmY2FuZF90eXBIPUVYVA%3d%3d&sap-client=100&sap-language=EN&sap-accessibility=X)

Applicants will receive acknowledgement of receipts of their submission. Only shortlisted candidates will be contacted.