

Advertisement

Junior Professional Officer

WASH Officer



UNICEF ESARO

Closing date: 27 September 2017

I General information

Title:	WASH Officer
Sector of Assignment:	Water, Sanitation and Hygiene Section
Country:	Kenya
Location (City):	Nairobi
Agency:	UNICEF ESARO
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	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 **NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING COUNTRIES ELIGIBLE FOR THE DUTCH JPO PROGRAMME:**

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20developing%20countries%20-%202015.pdf>

For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

Please read the criteria and FAQ section carefully before considering applying

II Duties, responsibilities and Output Expectations

General

The WASH Officer will contribute to monitoring and reinforcing the implementation of the Water, Sanitation and Hygiene (WASH) strategies in the Eastern and Southern Africa Region in support of accelerated achievement of specific targets related to the SDGs and other development targets. S/he will support the regional WASH Section to provide high quality and timely technical support to country offices and will support regional-led initiatives in programming innovations, knowledge management and research.

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 internal and external 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 record 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 program 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

- 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 UNDAF planning, to integrate and harmonize UNICEF output results and implementation strategies with UNDAF 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 resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

III Training component: Learning elements and expectations

- Upon completion of the assignment the JPO will have/ will be able to:
- Develop and apply technical and management skills related to WASH programmes in developing countries that have some of the most marginalized and poorly-served communities and children in the world.
- Acquire hands-on experience working with Government, NGO and other partners in planning and implementation of WASH programmes
- Apply innovative approaches to generate quality data (collection and collation of up-to-date information on WASH) and undertake analysis to inform programme strategies and design
- Strengthen individual skills in project management, communication, writing and presentation

The JPO training programme includes, but is not limited to the following:

- Pre-Boarding: UNICEF Context, organizational culture and values,
- On Boarding: Build and expand core knowledge of UNICEF's functional context; Human Resources /Ethics;
- JPO Orientation Programme – Designed towards development of professional skills and personal insights into performance and collaboration and create and understanding of how the organization functions and carries out its missions around the world;
- E-learning opportunities in performance management: create the conditions for high performance and development;
- E-learning opportunities on basic UNICEF programme & operational Strategies: assimilate UNICEF's approaches to programming and operations; thematic programme areas; as well as cross-cutting function areas;
- JPO Coaching & Mentoring Programme – driven by individual needs and targeted towards insights into organizational culture and targeted training opportunities and support.

In addition:

- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Regional WASH Adviser

Content and methodology of supervision

The supervisor will provide support and guidance to the JPO's professional development and compliance with the TOR and timely delivery of the expected outputs/results.

UNICEF uses Achieve (an electronic performance appraisal system) that enables staff and supervisors to set up, monitor and evaluate their annual work plan. Work outputs and development goals are discussed and rated by supervisor and supervisee.

There are 3 phases of the annual Achieve Cycle – Phase 1: **Performance planning** - joint exercise between the staff member and supervisor aimed at creating work plan deliverables, Phase 2: **Performance progress** - open time in the year between Performance Planning and Performance Assessment when staff members should track and update their work plan deliverables, and Phase 3: **Performance assessment** - involves reviewing and qualitatively assessing the staff members performance against agreed work plan deliverables and core competencies.

In addition, year-end JPO monitoring reports will be completed as required by the Government of The Netherlands.

V Required Qualifications and Experience

Education:

Advanced university degree in public health, social sciences, behavior change communication, sanitary engineering or other specialist field related to WASH is required.

A first-level university degree (Bachelor's degree or equivalent) in combination with qualifying experience (at least 3 years of relevant working experience) may be accepted in lieu of an advanced university degree.

Part of the candidates' academic training must have taken place in a developing country that appears on the following list of eligible countries of the Dutch JPO Programme.

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20developing%20countries%20-%202015.pdf>

Working experience :

Two to maximum four years of professional work experience in WASH-related programmes for developing countries.

Languages :

Oral and written proficiency in English is required. Knowledge of another official UN language or a local language is an asset.

Key Competencies

- Analyzing
- Formulating strategies and concepts
- Planning and organising
- Applying technical expertise
- Learning and researching

For more information about UNICEF competency framework please visit the link below

http://www.unicef.org/about/employ/files/UNICEF_Compencies.pdf

VI Background information on Agency/Department/Section

UNICEF's WASH programmes focus its efforts on increasing sustainable access to safe drinking water, eliminating open defecation, improving access to adequate sanitation and promoting hand washing and good hygienic practices, including in schools and with particular attention to girls. Leveraging its presence before, during and after emergencies, UNICEF provides support to increase access to safe drinking water among children and families in humanitarian situations. UNICEF continues its leading role in the Sanitation and Water for All partnership with the World Bank and other partner agencies. Over the course of the Strategic Plan, UNICEF will seek to mobilize US\$ 2.221 billion for work on children and WASH.

The WASH Section at UNICEF's Regional Office for Eastern and Southern Africa (ESA) is supporting country offices in the region to accelerate progress towards the Sustainable Development Goal (SDG) targets related to WASH. The ESA region consists of 21 countries, all but one of which have UNICEF WASH programmes. Not one of these countries met the Millennium Development Goal (MDG) target for sanitation and only one third met the MDG target for water supply.

VII Information on living conditions at Duty Station

General Information on Nairobi:

Nairobi is now one of the most prominent cities in Africa politically and financially. Home to thousands of Kenyan businesses and over 100 major international companies and organizations, including the United Nations Environment Programme (UNEP) and the main coordinating and headquarters for the UN in Africa & Middle East, the United Nations Office in Nairobi (UNON), Nairobi is an established hub for business and culture.

Security

The Security Level in Nairobi is classified as Moderate (Level 3) as per the UN security management system in Kenya.

Terrorism is one of the security challenges to UN operations in Nairobi.

Housing:

Different types of long-term accommodation are available in Nairobi: standalone houses, houses in gated compounds, apartments. All of these could be furnished and/or fully serviced, or unfurnished. You can have a look for advertisements of rental opportunities at UNON Bulletin Board here:

<http://www.unon.org/motd>

Schools in Nairobi

Most of international staff's children attend international schools with an academic system that is widely recognized abroad. International schools often include a kindergarten and pre-school classes (sometimes even a nursery) for younger kids. It is advisable to ask your embassy in Nairobi which schools your compatriots prefer for their kids.

Work for spouses/partners:

Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit has to be applied for through the same hiring organisation.

VIII How to apply

Please apply to this post via UNICEF e-Recruitment portal through the link below by **27/09/2017**
Job # 506948

<https://www.unicef.org/about/employ/?job=506948>

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