



**JOB DESCRIPTION  
JUNIOR PROFESSIONAL OFFICER**

Post (IMIS) No.: **ESA 10017 (formerly 63130)**

Grade: P-2.

Post Title: **Programme Officer (WASH)**

CCOG:

Organization Unit: **Programme WES**

UNICEF Code:

Duty Station: **Nairobi**

Classification Result:

Duration of Appointment: **2 years**

JD Prepared by: **David Delienne**

**SUPERVISION:**

Direct supervision by: David Delienne Regional Adviser WES, L-5 IMIS #. 40877.

**During absence of 1<sup>st</sup> reporting officer, who will provide the backup**

Dr. Tesfaye Shiferaw - Regional Adviser Accelerated Child Survival and Development, L 5, IMIS #.14454

**Supervision to be given (what & how):**

Guidance will be provided to the incumbent to get familiarized with the global framework of the Millennium Development Goals (MDGs), the UNICEF Mid Term Strategic Plan (MTSP) and the UNICEF Water, Sanitation and Hygiene (WASH) strategy through recommended readings, regular discussions and section meetings/workshops.

As an integral part of the annual work plan, the incumbent will contribute to monitoring and reinforcing the implementation of the WASH strategies in the Region in support of accelerated achievement of the MDG targets related to water, sanitation and hygiene.

Support will be provided by the WASH team to guide the incumbent in determining, collecting, analyzing and disseminating relevant information and project experiences within the Region.

Supervision will be provided primarily by the Regional Advisor WASH through regular section meetings, performance discussions based on work plan review and as well, on informal day to day basis as necessary. Detailed TORs will be prepared to optimize visits to countries in the region.

**PURPOSE OF THE POST:**

As a member of the WASH team in ESARO, the incumbent 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 MDGs. This includes developing and maintaining a data base on the sector basic information and indicators, liaising with country offices to provide support for project/programme implementation and monitoring, promoting information sharing and networking among country offices, providing support in monitoring of financial and human resources within the region in order to enhance reporting, proposal writing, advocacy and fund raising.

**MAJOR DUTIES, RESPONSIBILITIES AND OUTPUT EXPECTATIONS**

<b>%</b>	<b>Major Duties and Responsibilities</b>	<b>Output (Achievement) Expected</b>
20%	1. Collect and analyze data for regional situation analyses, programme/project planning, management, monitoring and evaluation purposes. Analyze programme implementation reports and evaluate progress against established programme recommendations and plans of action. Prepare synthesis for reporting and for information dissemination within the region.	Contribute to improvement of reports and refine knowledge on WASH activities in the region.
15%	2. Assist in the development, implementation, monitoring and reporting of ESARO annual work-plans in Water, Sanitation and Hygiene.	Contribute to work plan management; update regional activities in WASH
15%	3. Assist in selecting and compiling best practices, innovations and documentations from within UNICEF and from various organizations working in WASH. Establish a knowledge base for enabling dialogue/exchange within the WASH Network in the region.	Learn from, update and share innovations. Contribute to strengthening of networks / increasing partnerships
15%	4. Assist in the preparation of project proposals and donor reports against set deadlines. Support with OR fund raising for the section in liaison with HQ and donors.	Draft donor reports and proposals
10%	5. Assist with the organization and running of regional workshops and meetings, serve as rapporteur when required and undertake follow-up.	Update knowledge; meeting reports and follow-up actions
10%	6. Assist in planning and monitoring budgetary resources for the WASH unit in ESARO.	Manage resources and source additional funds for sector activities
10%	7. Deploy/short mission to country offices to assist in planning, implementing and monitoring major WASH activities/events.	Technical assistance to country offices

5%	8. Liaise with other sections/units in ESARO to collect, organise and synthesise information for documenting and reporting purposes	Contribute to joint documentation/reports
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## **Qualifications and experience**

### **Education:**

Advanced university degree in Sanitary or in Civil engineering or related field with computer literacy related to maintaining quantitative and qualitative databases and the ability to produce reports; Familiarity with internet applications and ability to produce and publish on internet an added advantage.

**Work experience:** Two (2) years of responsible professional work experience in water, sanitation and hygiene, at national and international levels

**Language:** Fluency in English (spoken & written); Proficiency in French / Portuguese an asset

### **Skills:**

- Ability to express clearly and concisely ideas and concepts in written and oral form
- Evidence of professional writing skills; must be strong in donor report / proposal development
- Good knowledge of various computer applications, including internet navigation
- Ability to work in an international and multicultural environment
- Flexible and adaptive team player
- Analytical, negotiation, communication and advocacy skills

## **Learning Elements**

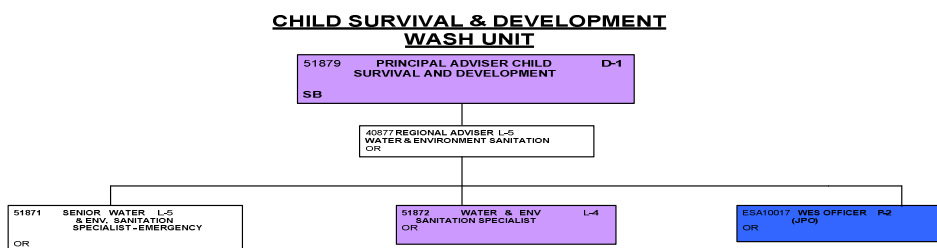
During the period of assignment, JPO will be exposed to learning opportunities; acquire diverse international exposure through a broad-based partnership and networks with governmental institutions, international organizations, local NGOs and CBOs. JPO will experience planning, implementation, monitoring and evaluation of water, sanitation and hygiene projects linking technical, social and behavioural changes issues. JPO will also learn how to use statistical and social data in development planning and monitoring for results; project and budget management and fundraising. JPO will have on-the-job training by working in the section and through workshops and country visits.

*After the 2-3-year assignment the JPO will be able to:*

- Plan, implement, monitor and evaluate WASH Programme/project.
- Understand UN guiding principles and frameworks
- Understand the linkages between WASH and Young Child Survival and Development, Education, HIV/AIDS and the economic and social development of communities

- Improve on programme documentation and report writing
- Network with partners

**Background information**



**Living Conditions and Working Environment:**

Post is office-based (in Nairobi, Kenya), with frequent travels within the region.