

UNITED NATIONS CHILDREN'S FUND

GENERIC JOB DESCRIPTION

PROFESSIONAL POST

IMIS POST NUMBER: 52807	Generic JD Code:
CASE NUMBER:	IMIS JD Number:
POST TITLE: WASH SPECIALIST	ICSC COG Code:
	UNICEF Code:
POST LEVEL: L3	CLASSIFIED LEVEL:
EXISTING: N/A PROPOSED: L3	DATE CLASSIFIED:
SECTION/DIVISION:	DUTY STATION:
PROGRAMME	Lubumbashi, DRC

SIGNATURES

This is to certify that the contents are correct and complete and that the duties and responsibilities described are required in the organizational unit for the proper accomplishment of the functions.

Magali Carpy Botoulou, Chief Field Operations

Supervisor Name and Title

(Signature)

Franck Abeille Chief Wash Unit

Head of Section Name and Title

(Signature)

Pascal Villeneuve, Representative

Head of Office Name and Title

(Signature)

DATE PREPARED: 21/08/2015

Modifications can be done only in the dotted line boxes of the generic Job Description.

1. ORGANIZATIONAL SETTING

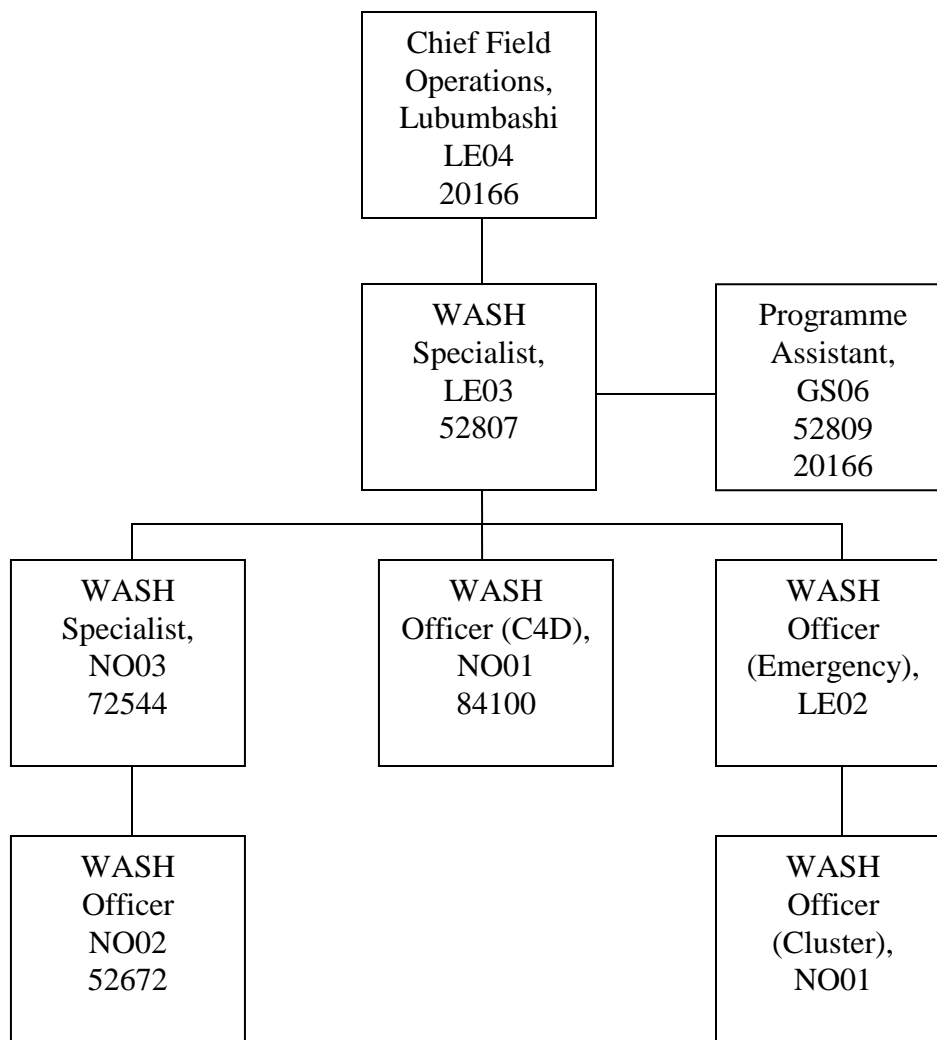
a) REPORTS TO: (Indicate post, by job title and level, to which this position reports.)

Chief Field Operations Level L-4 Position 20166

b) RESPONSIBILITY FOR WORK OF OTHERS (Indicate the title, level and number for whose work the post is responsible.)

<u>Title</u>	<u>Level</u>	<u>Number</u>
WASH SPECIALIST	NOC	1
WASH Officer	P2	1
Prog Assist	GS6	1
C4D WASH Officer	NOA	1

c) ORGANIZATION CHART (Show the IMMEDIATE SECTION where the post is located, as well as the supervisor, subordinates and all other related posts. Only the officially approved organization chart should be used.)



2. PURPOSE OF THE POST (Statement of overall post accountability.)

Under the guidance of the Chief Field Operations, responsible for the planning, implementation, monitoring and evaluation of the WASH programme in the Southern Zone.

3. MAJOR DUTIES AND RESPONSIBILITIES (Describe in order of importance what incumbent does and how. Do not exceed more than 10-12 major duties. Indicate the percentage of time devoted to each duty or responsibility. Do not include duties of less than 5%.)

Percentage

10%	1. Contributes towards the preparation of the Situation Analysis by compiling data, analyzing and evaluating information, and writing chapters of the Analysis.
10%	2. Designs, prepares, implements, monitors and evaluates assigned programme. Analyzes and evaluates data and/or takes corrective action when necessary, to meet programme objectives.
10%	3. Prepares the sectoral documents for the Country Programme Recommendation (CPR) and Plans of Action, Country Programme Summary Sheet, etc.
15%	4. Undertakes field visits to monitor programmes, as well as conducts periodic programme reviews with government counterparts and other partners. Identifies necessary action for programme adjustments. Provides technical advice and assistance to government officials and other partners in the planning and management of programme/projects.
10%	5. Participates in the development of the workplan, and ensures compliance with specific assigned objectives. Provides guidance and support to staff to manage and implement projects.
5%	6. Assists government authorities to plan and organize capacity building programmes. Identifies training needs for the purpose of capacity building and sustainability of programme/projects.
5%	7. Meets with national and international agencies covering the management of programme.. Participates in meetings with Ministries responsible for programme/project review, and follows up on implementation of recommendations and agreements. Assists in the development and/or introduction of new approaches, methods and practices in project management and evaluation.
10%	8. Coordinates with the Operations/Supply staff on supply and non-supply assistance activities ensuring proper and timely UNICEF and Government accountability. Certifies disbursements of funds, monitors and submits financial status reports to Senior Programme Officer or Representative as required.

3. MAJOR DUTIES AND RESPONSIBILITIES (continued)

Percentage

10%	9. Participates in intersectoral collaboration with other programme colleagues. Assists in development of appropriate communication and information strategy to support and/or advocate programme development.
10%	10. Writes programme/project status reports required for management Board, donors, budget review, programme analysis, annual reports, etc.
5%	11. Ensures the accurate and timely input of programme information in computerized programme system and the issuance of status reports for monitoring and evaluation purposes.

4. WORKING CONDITIONS (Do the duties of this post involve frequent traveling or unusual conditions or is it an office-based post?)

The post is office-based, with frequent travel within the zone (field missions) and occasionally outside.

5. IMPACT AND CONSEQUENCE OF ERROR

(a) Describe the type of decisions regularly made and the impact of those decisions.

Makes decisions on programme/project administration, supply and cash needs, to meet programme delivery targeted goals and objectives.

(b) Describe the type of recommendations regularly made and why they are important.

Makes recommendations on development and formulation of sectoral projects and/or their components and appropriate adjustments and changes in implementation to improve efficiency and effectiveness of programme delivery coverage.

(c) Describe the most damaging error(s) that could be made in the performance of the job and their consequences.

Lack of understanding of local conditions and an incorrect programme approach would lead to ineffectiveness of programme delivery, and misuse of financial resources.

Poor relations with government counterparts and other partners would lead to ineffective implementation and loss of credibility.

6. INDEPENDENCE (Describe the degree of direction or management guidance the incumbent receives from the immediate supervisor, (e.g., incumbent exercises judgement, takes initiative, etc., under minimal supervision.)

Provides guidance on processes and procedures applicable in the formulation, management, monitoring and evaluation of the programme. Incumbent works independently on the administration of the programme/project and provides feedback to the supervisor.

7. GUIDELINES

(a) Indicate which guidelines are required for performing the duties of the post (rules, regulations, policies, procedures, practices, precedents, manuals, instructions, etc.)

UNICEF programme manuals and policy guidelines
 UNICEF Board Policy Paper, PRO's and Executive Directives
 UNICEF Country Programme Plans
 UNICEF personnel, financial, supply and administrative rules and regulations and manuals
 Office Workplan
 Technical literature or related programmes
 Cooperating Agencies guidelines and manuals.

(b) Describe the degrees to which interpretation of, and deviation from, existing guidelines is permitted, and the authority to propose or establish new guidelines.

The incumbent is required to interpret and apply guidelines. The incumbent is expected to make recommendations when deviation from the guidelines is necessary.

8. WORK RELATIONSHIPS

Indicate the purpose and level of contacts both within and outside UNICEF, in order to perform the work effectively.

<u>CONTACT</u>	<u>PURPOSE & FREQUENCY</u>
a) <u>Internal</u>	
Chief Field Operations Officer	(F) Receives policy directions/ Guidelines, management support and provide information on programme development
Section/Program Chiefs	(F) Exchange of ideas and
Programme Staff	(F) Programme issues/advisory/ technical.
Information /PSC Officer	(F) Strategies for information and social mobilization.
Operations/Supply Staff	(F) Financial and supply
Other Country Office Staff	(F) Coordination and information exchange.
Regional Advisers	(O) Overall coordination and
HQ Officers	exchange of information.
b) <u>External</u>	
Government officials of relevant Ministries, and regional/sectoral and provincial government counterparts.	(F) Intersectoral cooperation, advocacy, technical support and programme/project implementation.

UN Agencies & NGO's

(F) Coordination/exchange of
technology.

9. **QUALIFICATIONS AND COMPETENCIES required to perform the duties of the post:**

a) **EDUCATION (Indicate the level of formal education and/or training, and field of specialization required.)**

Advanced university degree in any of the following: Social Sciences, Public Administration, International Relations, Business Administration, Public Health, Education, or other fields related to the work of UNICEF.

b) **WORK EXPERIENCE (Indicate the length and type of practical experience required at the national and international levels.)**

Five years progressively responsible professional work experience in social development, project administration, monitoring and evaluation, some at the international level. Experience in emergency contexts.

c) **LANGUAGES (Indicate the language requirements.)**

Fluency in French and English. Knowledge of local working language of the duty station an asset.

d) **COMPETENCIES (Indicate what key competencies are required, such as computer knowledge, management, communication, negotiating or training skills, etc.)**

- Current knowledge of development issues and policies, as well as programming policies and procedures in international development cooperation.
- Knowledge of humanitarian issues and policies, and practice of humanitarian coordination mechanisms.
- Analytical, negotiating, communication and advocacy skills.
- Training ability.
- Computer skills, including internet navigation, and various office applications.
- Demonstrated ability to work in a multicultural environment, and establish harmonious and effective working relationships, both within and outside the organization.

Competency Profile (For details on competencies please refer to the *UNICEF Professional Competency Profiles*.)

i) Core Values (Required)

- Commitment
- Diversity and Inclusion
- Integrity

ii) Core Competencies (Required)

- Communication [II]
- Working with People [II]
- Drive for Results [II]

iii) Functional Competencies (Required)

- Leading and Supervising [II]
- Formulating Strategies and Concepts [II]
- Analyzing [III]
- Relating and Networking [II]
- Deciding and Initiating Action [II]
- Applying Technical Expertise [III]