

UNITED NATIONS CHILDREN'S FUND

<p>JOB TITLE: WASH Emergency Specialist and cluster coordinator</p> <p>JOB LEVEL: Level 3</p> <p>REPORTS TO: WASH Chief</p> <p>LOCATION: Kinshasa – DRC</p>	<p>JOB PROFILE NO.: 60000628</p> <p>CCOG CODE: 1.S</p> <p>FUNCTIONAL CODE: PY/P-3</p> <p>JOB CLASSIFICATION _____</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------

PURPOSE OF THE JOB

Under the guidance and supervision of the national Wash cluster coordinator, establishes and implements sub-national office emergency preparedness and response, as well as ensures the management of the sub-national cluster. Responsible for the development, planning, implementation, monitoring and evaluation of the emergency and cluster interventions to ensure the survival and well-being of children and mothers, and the affected communities in an emergency situation.

KEY END-RESULTS

Emergency Program Management

1. Emergency preparedness is effectively arranged together with establishment of country contingency plans and early warning mechanisms.
2. Emergency preparedness and response plans addresses gender issues that may be expected to intensify during emergencies.
3. Emergency plans of action are developed, and compliance and coordination of all sectors with the plans are implemented.
4. Technical advice on emergencies and programme management related to implementation of emergency preparedness measures are effectively provided.
5. Emergency preparedness and response, and a consistent flow of information of the humanitarian situation are effectively coordinated within the office.
6. Substantive improvements are made in the emergency preparedness and response capability of UNICEF staff and implementing partners through conduct of effective training activities.
7. In the event of an emergency, UNICEF's presence is promptly established and the initial emergency operational tasks are effectively executed, including provision of support for information communication technology, telecommunications facility and all staff security related assistance in the country office.
8. Needs assessment is effectively conducted to determine priorities and an appropriate intervention by UNICEF based on the local emergency situation affecting children, their families and community.
9. Timely delivery of assistance and supplies is provided, urgent staffing requirements are identified, and the appropriate use of UNICEF resources is monitored for effective project delivery.
10. Emergency appeals and project proposals are prepared, and concerted efforts are put forward to mobilize donor response and recovery/rehabilitation-related funding.
11. Longer-term requirements of the emergency operation/interventions are determined to build a regular operational and staffing structure.
12. Continuous, effective and strategic coordination, communication, consultation and liaison are maintained with Government, UN agencies, NGOs, donors and allies in support of the special needs of children and women affected by emergency situations within the framework of the cluster approach and based on the Core Commitment for Children.

UNITED NATIONS CHILDREN'S FUND

13. Management is kept informed of humanitarian developments in relevant policies, situation developments, potential threats and opportunities/issues in the country.
14. Emergency preparedness and response strategies are mainstreamed in the country office's workplans. Sectoral input is provided for all related documents for the office's Emergency Preparedness and Response, as well as for the Situation Analysis and the Country Programme Document.

Cluster coordination

1. Identify key humanitarian partners for the WASH Cluster response, respecting their respective mandates and program priorities
2. Identify other key partners including local and national authorities, peacekeeping forces, etc.
3. Carryout capacity mapping of all current and potential actors, government, national and international humanitarian organizations as well as national institutions, the private sector and advocate to donors, NGOs, government and other stakeholder on the WASH programme needs and services.
4. Ensure appropriate coordination between all WASH humanitarian partners (including national and international NGOs, the Red Cross/Red Crescent Movement, IOM and other international organizations active in the sector) as well as national authorities and local structures
5. Ensure the establishment/maintenance of appropriate sector coordination mechanisms including working groups at the national, and if necessary, local level;
6. Ensure full integration of the IACS's agreed priority cross-cutting issues, namely human rights, HIV/AIDS, age, gender and environment, utilization participatory and community-based approaches. In line with this, promote gender equality by ensuring that the needs, contributions and capacities of women and girls as well as men and boys are addressed;
7. Secure commitments from cluster participants in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities within the cluster, with clearly defined focal points for specific issues where necessary;
8. Ensure that cluster participants work collectively, ensuring the complementarities of the various stake holder's actions;
9. Promote emergency response actions while at the same time considering the need for early recovery planning as well as prevention and risk reduction concerns;
10. Ensure effective links with other clusters (with OCHA support), especially Health & Nutrition, , Agriculture and Livelihoods and Education;
11. Represent the interests of the WASH Cluster in discussions with the Humanitarian Coordinator as well as donors on prioritization, resource mobilization and advocacy;
12. Act as focal point for inquiries on the WASH Cluster's response plans and operations.
13. Ensure predictable action within the cluster for the following;
14. Needs assessment and analysis; development of standard assessment formats for use within the sector;
15. Identification of gaps;
16. Developing/updating agreed response strategies and action plans for the WASH Cluster and ensuring that these are adequately reflected in the overall country strategies, such as the Common Humanitarian Action Plan (CHAP) an integral component of the CAP process.
17. Drawing lessons learned from past activities and revising strategies and action plans accordingly;

UNITED NATIONS CHILDREN'S FUND

18. Developing an exit, or transition, strategy for the cluster.
19. Ensure that WASH Cluster participants are aware of relevant policy guidelines, technical standards and relevant commitments that the Government/concerned authorities have undertaken under international human rights law;
20. Ensure that the WASH Cluster responses are in line with existing policy guidance, technical standards, and relevant Government human rights legal obligations.
21. Specifically needs to include an analytical interpretation of best available information in order to benchmark progress of the emergency response over time. That is - monitoring indicators (quantity, quality, coverage, continuity and cost) of service delivery which are derived from working towards meeting standards (mentioned in point 4).
22. Ensure regular reporting against the WASH Cluster indicators of service delivery (quantity, quality, coverage, continuity and cost) supports analysis of the WASH Cluster in closing gaps and measuring impact of interventions.
23. Identify core advocacy concerns, including resource requirements, and contribute key messages to broader advocacy initiatives of the Humanitarian Coordinators and other actors;
24. Advocate for donors to fund cluster participants to carry out priority activities in the sector concerned, while at the same time encouraging cluster participants to mobilize resources for their activities through the usual channels.
25. Act as the focal point for reviewing and ensuring quality control for all the WASH Cluster project submitted for Flash Appeal, CERF and other funding mechanisms
26. Training and capacity building of national/local authorities and civil society:
27. Promote and support training of the WASH Cluster partners personnel and build the capacity of all the WASH partners based on the mapping and understanding of available capacity;
28. Support efforts to strengthen the capacity of the national/local authorities and civil society.
29. As agreed by the IASC Principals, the WASH Cluster lead agency is responsible for acting as the provider of last resort to meet agreed priority needs and will be supported by the HC in their resource mobilization efforts in this regard;
30. Under the principal of the "Provider of last resort", the WASH Cluster Coordinator will liaise with the Cluster Lead Agency UNICEF to ensure that gaps are filled

Innovation, knowledge management and capacity building

1. Lead the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems).
2. Prepare learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development.
3. Create and deliver learning opportunities for UNICEF WASH staff, to ensure our sector capacity remains up-to-date with latest developments.
4. Contribute to the systematic assessment of WASH sector capacity gap analysis, in collaboration with government and other stakeholders, and support the design of initiative to strengthen capacities systematically.
5. Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.
6. Ensure the development of multi-sectorial and innovative approaches (WASH in Nut, WASH in schools, transition programs...)

UNITED NATIONS CHILDREN'S FUND

Networking and partnership building

1. 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.
2. Prepare materials for WASH programme advocacy to promote awareness, establish partnerships and support fund-raising.
3. Participate in inter-agency discussions, ensuring that UNICEF's position, interests and priorities are fully considered and integrated in the UNDAF development planning and agenda setting.

QUALIFICATION and COMPETENCIES ([] indicates the level of proficiency required for the job.)

1. Education

Advanced University degree in one of the following fields: social sciences, public administration, international law, public health, WASH, international relations, business administration or other related disciplines. Preferably a combination of management, administration, and relevant technical fields.

2. Work Experience

Five years of progressively responsible professional work experience at the national and international levels in programme/project development, planning, implementation, monitoring, evaluation and administration.

Developing country work experience (for IP)

Specialized training/experience in emergency response management highly desirable.

3. Language Proficiency

- Fluency in French and in English; Local working language of the duty station an asset (for IP).
-

4. Competency Profile (For details on competencies please refer to *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]
- Analyzing [II]
- Deciding and Initiating Action [III]
- Persuading and Influencing [III]
- Applying Technical Expertise [III]
- Planning and Organizing [II]

UNITED NATIONS CHILDREN'S FUND

- Adapting and Responding Change [III]
- Coping with Pressure and Setbacks [III]

iv) Technical Knowledge¹

a) Specific Technical Knowledge Required (for the job)

(Technical knowledge requirements specific to the job can be added here as required.)

- UNICEF policies and strategy to address on national and international emergency issues, particularly relating to conflicts, natural disasters, and recovery.
- Knowledge of global humanitarian issues, specifically relating to children and women, and the current UNICEF position and approaches.
- Knowledge of UN humanitarian reform principles, international humanitarian laws.
- Knowledge of the principle of gender parity and equality.

b) Common Technical Knowledge Required (for the job group)

- The UNICEF mission statement; UNICEF Board policy papers and decisions.
- The Core Commitments for Children in Emergencies.
- The Convention on the Rights of the Child; Convention on the Elimination of All forms of Discrimination against Women.
- EMOPS Technical Notes, EMOPS Emergency Field Book.
- UNICEF Program Manuals, policy guidelines, ExDirs, PROs; Country Programme documentation.
- UNICEF personnel, financial, supply and administrative rules, regulations and manuals.
- National development plans and policies; Guidelines and manuals from NGO/donor partners.
- Annual work plan.
- UNDAF; The UN Humanitarian Reform; IASC documents, guidelines and materials on UN Humanitarian Reform and the cluster approach.
- Information & Communications Technology literacy, including skills and knowledge of office system applications, LAN, internet navigation, telecommunications, and data analysis.
- Gender equality and diversity awareness

c) Technical Knowledge to be Acquired/Enhanced (for the Job)

- UN security operations and guidelines.
- Knowledge of local conditions and country legislation relevant to UNICEF programmes.
- Knowledge of the latest developments and trends in emergency preparedness and response management related fields.
- UN policies and strategy to address international humanitarian/emergency issues and response.
- UN common approaches to programmatic issues and UNICEF positions in international developing cooperation.
- Current knowledge of development issues and social programming in international development cooperation context.

¹ Reference to UNICEF and/or UN in terms of technical knowledge requirements (a and b above) are applicable only to those who are or have been the staff members of UNICEF or the UN common system.