



**UNITED NATIONS CHILDREN’S FUND**  
**OPT Office**  
**UNICEF VACANCY NOTICE NO. HR/VN/012/001**

United Nations Children’s Fund (UNICEF) is willing to fill the following vacancy post:

<b>Title</b>	<b>Programme Officer, Water, Sanitation and Hygiene (WASH), Jerusalem, IMIS# 68573</b>
<b>Level</b>	<b>NO-B–Fixed Term Appointment</b>
<b>Purpose of the Post</b>	Within the delegated authority and under the given organizational set-up of the WASH Programme, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.
<b>Key Tasks and Responsibilities of the Assignment</b>	<p>The incumbent to ensure that the following key results are achieved:</p> <p><b>1. Programme/Project Management</b></p> <p>Ensure the availability of accurate, complete and up-to-date information required for effective WASH programme and project design, implementation, management, monitoring and evaluation. Draft sound WASH programme budgets for review by the supervisor, including concrete steps to enhance emergency preparedness and response.</p> <p><b>2. Programme Efficiency and Effectiveness</b></p> <p>Enhance programme efficiency and effectiveness through evidence- based approach and implementation follow-up, including monitoring UNICEF inputs, local conditions and resources, flow of supply and non-supply and emergency assistance and WASH programme status.</p> <p><b>3. Work Plan and Programme Documentation</b></p> <p>Analyze collected data and information and prepare progress reports; draft changes in WASH project work plans and assist in identification of required supplies and equipment (for both development and emergency orientated activities) as well as in the drafting of Country Programme Recommendation and other programme documentation, assuring accuracy and consistency with established rules, regulations and plans of action.</p> <p><b>4. Programme Implementation Information and Data</b></p> <p>Ensure the appropriateness of financial, administrative and supply documentation; verify that WASH programme expenditures are within allotments and that data is consistent with the programme information and database (e.g., FLS, VISION/SAP). Follow up on queries or initiate corrective action on discrepancies.</p> <p><b>5. Knowledge Sharing</b></p> <p>Compile WASH programme implementation, preparedness, training and orientation materials to promote knowledge sharing with counterparts, WASH sectoral stakeholders, donors and media.</p> <p><b>6. Communication and Networking</b></p> <p>Ensure the effective communication and networking developed and maintained through partnership and collaboration.</p> <ul style="list-style-type: none"> <li>• Collaborate with Operations staff to implement internal controls systems and resolve day-to-day issues or discrepancies in administrative, financial or supply management.</li> <li>• Team with local Government and sectoral stakeholders counterparts to exchange information on WASH programme implementation, status, capacity and risk mapping, preparedness as well as movement, prepositioning and distribution of supplies.</li> <li>• Coordinate with members of the development community, including NGOs, UN and bilateral agencies in the exchange of information relating to WASH sector. Where appropriate support the IASC WASH Cluster during preparedness and response to emergencies.</li> </ul>

<b>Selection Criteria</b>	
<b>Education</b>	University degree in one of the disciplines relevant to the following areas: Public Health, Civil Engineering, Mechanical Engineering, Geology, Hydrology, Sanitation Engineering, or a field relevant to international WASH related development assistance. Additional training in Health Education or Communication for Development (Programme Communication) is an asset.
<b>Experience</b>	Minimum five years of professional work experience in the UN or other international development organization or private sector (for IP) and national government and field work experience (for NO). Background/familiarity with Emergency preparedness and response (and the IASC Cluster approach).
<b>Competencies</b>	Current knowledge of the latest developments and technology, in the field. Experience with design and supervision of urban water supply and waste handling systems. Proven ability to conceptualize, develop, plan and manage programmes, as well as to impart knowledge and teach skills. Leadership and teamwork abilities. Good analytical, negotiating, communication and advocacy skills. Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.
<b>Languages</b>	Fluency in English and local working language of the duty station (for NO).
<b>Technical Knowledge Required</b>	<p><b>Technical Knowledge</b></p> <p><b>a) Specific Technical Knowledge Required</b></p> <ul style="list-style-type: none"> <li>• Essential professional knowledge of one of the technical areas of UNICEF programmes.</li> <li>• Essential Technical Knowledge of theories, principles and methods in one or more of the following areas: Communication for behavior change, WASH in schools, urban and semi-urban water supply and sanitation projects implementation, planning, evaluation, appropriate water supply and quality technology i.e.: community based water supply, controlling water borne related diseases.</li> </ul> <p><b>b) Common Technical Knowledge Required (for the job group)</b></p> <p>Knowledge of the latest theories, technology and practices in:</p> <ul style="list-style-type: none"> <li>• Community based sanitation i.e.: hygiene education or latrine construction and waste management.</li> </ul> <p>General knowledge of:</p> <ul style="list-style-type: none"> <li>• Methodology of programme/project management</li> <li>• Programmatic goals, visions, positions, policies and strategies for sectoral programmes</li> <li>• Knowledge of global human rights issues, specifically relating to children and women.</li> <li>• Knowledge of global environmental issues that pertain to sustainable development and specifically relation to children and woman.</li> <li>• Policies and strategies to address WASH issues, including those relating to conflicts, natural disasters, recovery, disaster reduction and environment</li> </ul>

- UNICEF's salary and benefits is based on, the United Nations Common System for national staff.
- If you have experience in working in a similar capacity and want to make an active and lasting contribution to build a better world for children and match the profile outlined, send a detailed curriculum vitae in English AND a duly completed United Nations Personal History form (P11). The P11 form can be downloaded from our Web site <http://www.unicef.org/opt>
- Deadline for Receipt of Applications: **1<sup>st</sup> February 2012**
- Applications should be submitted by either mail and marked confidential or e-mail through UNICEF oPt vacancy generic account and should be addressed to the following and **please quote vacancy notice number/IMIS and post title HR/VN/012/001**

**Chief of Operations,**  
**UNICEF oPt,**  
**P.O.Box 25141, Beit Hanina, Jerusalem**  
**Or**  
**Email: [jerusalemhrvacancies@UNICEF.org](mailto:jerusalemhrvacancies@UNICEF.org)**

Applications, which do not meet the specified minimum requirements or those that will be received after the closing date will not be considered.

**Applications from female candidates are especially welcome.**  
**UNICEF is a smoke free environment**