



Junior Professional Officer (JPO) at P2 level, WASH Officer, New York

I. Overview

Through USAID's Bureau for Humanitarian Assistance (USAID/BHA), the United States sponsors qualified U.S. citizens for employment in the United Nations Children's Fund (UNICEF) the Junior Professional Officer (JPO) Program.

These fully funded JPO positions strengthen the capacity of UNICEF country and regional offices dealing with humanitarian crises. They further encourage U.S. citizens to become active members of the international community. After completing their JPO assignments, a number of JPOs successfully compete for positions within UN System, and in other international and non-governmental organizations.

II. General Information

Title: WASH Officer (JPO)

Organization/Office: UNICEF PD WASH Section, WASH in Emergencies Team (WiE)

Duty Station: New York

Date Required: As soon as possible

Duration: 1 year (with possible extension for another year)

Title of Supervisor: WASH Specialist

The WASH officer (JPO) supports the WASH emergency team to scale up UNICEF's WASH preparedness and response in emergencies in order to fulfill the UNICEF Core Commitment for Children in Humanitarian Action (CCCs).

The WASH Officer provides technical, operational and administrative assistance throughout the WASH programming process. The Officer prepares, manages and implements a variety of technical and administrative tasks, related to the development, implementation, monitoring and evaluation of the WASH output results of the WASH in emergencies team

III. Duties, Responsibilities, and Output Expectations

Summary of key functions:

- Technical and operational support for program implementation
 - Provide technical and operational support to the WASH in emergencies team on the application and understanding of UNICEF policies, strategies, processes and best practices in WASH in emergencies.
 - In collaboration with the WASH Specialist and EMOPS, support the development of a Humanitarian WASH Return on Investment tool.
 - In collaboration with the WASH Specialist provide support on CDC grant and COVID-19 response.
 - In collaboration with other WiE unit team members support on review of Country and Regional Offices reports/Sitans reviews.
- Supports Humanitarian WASH preparedness and response
 - Monitor and analyze global humanitarian data.



- Review and familiarize with UNICEF's procedures for responding in an emergency.
- Provide support in organizing and delivering WASH in Emergencies training.
- Take up support roles in an emergency response and early recovery, as and when the need arises.
- Support the development of an Emergency WASH package to be used by UNICEF country and regional offices. Explore how to best integrate this Emergency WASH package in EMOPS Emergency Preparedness Planning tool.
- Manage quality assurance of the results, planning in the WASH in emergencies unit
 - Support management team in tracking, monitoring and updating countries/regional program results in accordance to the WASH results framework
 - Maintain the WASH in Emergencies results monitoring matrix according to the SP 2018-2021.
 - Ensure that results delivered in the reports are in line with the proposals submitted to development partners.
 - Support planning sessions and organize session critical events.
 - Work closely with supervisor to consolidate work plans, procurement plans and update them regularly.
 - Review proposals for consistencies before submission to partners and review committees.
- Tracking budget grants and expenditures in line with the WASH in Emergencies results (Regional and Country office support)
 - Prepare grant allocation memo for countries and regions.
 - Liaise with regional and country office to ensure that grants are used according to the donor proposals.
 - Develop monitoring sheet using traffic light for progress against all the existing Grants on quarterly basis.
 - Coordinate closely with each unit and support staff to ensure donor reports are prepared and uploaded on time in vision.

Impact of Results:

The support provided by WASH officer will enable the WASH in emergencies team and the Results and Resources team to achieve the WASH in Emergencies-related output results of annual work plan.

IV. Eligibility

- Education:** University (first) degree in public health, social sciences, behavior change communication, sanitary engineering or other specialist field related to WASH is required.
- Experience:** A minimum of two years of professional work experience in WASH-related programs for developing countries is required and exposure to WASH responses in humanitarian contexts is preferred.
- Languages:** Oral and written proficiency in English is required. Knowledge of another official UN language or a local language is an asset.



Competency Profile

For details on competencies please refer to the “UNICEF Professional Competency” at https://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf

- *Core Values (Required):*
 - Commitment
 - Diversity and Inclusion
 - Integrity
- *Core Competencies (Required)*
 - Communication [II]
 - Working with People [I]
 - Drive for Results [I]
- *Functional Competencies (Required)*
 - Formulating strategies and Concepts [I]
 - Analyzing [II]
 - Applying Technical Expertise [II]
 - Learning and researching [II]
 - Planning and organizing [II]

Technical requirements

<ol style="list-style-type: none"> 1. Rural water supply for low- and middle-income countries - including water safety, sustainability 2. Rural sanitation for low- and middle-income countries, including sustainability; applying CATS principles 3. Urban sanitation for low- and middle-income countries, including sustainability 4. Handwashing with soap 5. WASH-in-Schools and Health Centers 6. Menstrual hygiene management 7. National government WASH policies, plans and strategies 8. Analysis of national budgets and expenditure for basic WASH, and related advocacy 	Basic knowledge of six of the eight components
<ol style="list-style-type: none"> 1. Humanitarian WASH - preparedness 2. Humanitarian WASH - response and recovery 	Basic knowledge of one component
<ol style="list-style-type: none"> 1. Program/project management 2. Capacity development 3. Knowledge management 4. Monitoring and evaluation 	Basic knowledge of all four components
<ol style="list-style-type: none"> 1. Human rights and WASH 2. Gender equality and WASH 	Basic knowledge

V. Background Information

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the Organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s



rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give more children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. Therefore, the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Together with its partners, UNICEF works in 190 countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere.

In all of its work, UNICEF takes a life-cycle based approach, recognizing the particular importance of early childhood development and adolescence. UNICEF programs focus on the most disadvantaged children, including those living in fragile contexts, those with disabilities, those who are affected by rapid urbanization and those affected by environmental degradation.

UNICEF has established a Junior Professional Officers Program (the "JPO Programme"), which enables governments to fund Junior Professional Officer ("JPO") posts at UNICEF so that young men and women from the government's country can acquire field experience in international development cooperation activities, such as those of UNICEF, under the close supervision of senior UNICEF officials, while also contributing to the implementation of the programs and activities of UNICEF through temporary service in UNICEF's field offices. In exceptional circumstances, subject to UNICEF's needs, UNICEF may offer experience in international development activities at its headquarters locations.

VI. Application Instructions

The JPO Program selection process is carried out jointly by USAID/BHA and the UNICEF. **You must be a U.S. Citizen to apply.** To apply please send

1. completed UN Personal History Statement (PII) (see link below),
 2. resume (CV) and;
 3. cover letter to explain your interest in this position
- to BHA.JPOCoordinator@usaid.gov . Please state which position you are applying for in the subject line of your email. If you wish to apply for multiple positions, please complete a Personal History Statement (PII) for each position and submit these to us in separate emails with the appropriate subject heading.

Application Details

Please complete the UN Personal History Statement (PII) thoroughly. The PII provides the opportunity to include all required information in one document, including your professional work experience and references. Please attach a cover letter to explain your interest in the position and interest in working with the UN, along with a general resume. The PII has instructions on how to complete the profile; however, please be sure to also follow the additional instructions below:

- The PII must be completed in English only. [You can find the PII form at BHA job website.](#)



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- You may leave the signature/date sections blank at this time. If selected for one of the positions, you will then need to submit a signed version.
- Do not submit a photograph.
- Incomplete applications will not be considered;
- Application deadline: **December 2, 2020, 5:00 PM Eastern Time**
- For more information please consult the Frequently Asked Questions–
https://bhajobs.net/files/resources/FAQ_JPO.pdf