UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE

JOB TITLE: WASH Cluster Coordinator **JOB LEVEL**: Level – 3/4 **REPORTS TO**: Chief of WASH **LOCATION**: Port au Prince, Haiti	JOB PROFILE NO.:___ CCOG CODE:_____ FUNCTIONAL CODE: JOB CLASSIFICATION _____

PURPOSE OF THE JOB

UNICEF is the Cluster Lead Agency for the WASH Cluster, the Nutrition Cluster, Child Protection Working Group, and co-lead for the Education Cluster and GBV AoR. UNICEF is establishing a talent pool of Cluster/AoR Coordinators across the five sectors.

On behalf of UNICEF, and in support of the Government, the purpose of these posts is to provide leadership and facilitate the processes that will ensure a well-coordinated, strategic, adequate, coherent, and effective response by participants at country level for one of the abovementionned Clusters and/or AoR.

RESPONSIBILITIES

The post holder has joint responsibility with the Cluster Lead Agency, resourcing partners and all cluster participants at the national and sub-national level for the efficient management and functioning of the Child Protection Area of Responsibility encompassing the following:

- Establish and maintain an appropriate humanitarian coordination mechanism;
- Strengthen pre-existing sectoral coordination through increased predictability and accountability;
- Build complementarity of partner actions: avoiding duplication and gaps;
- Ensure adequate resources are mobilized and are equitably allocated for the effective functioning of the cluster and its response;
- Effective and comprehensive integration of relevant cross-cutting issues, including age, gender, environment and HIV/AIDs;
- Maintain flexibility within the cluster to respond to changes in the operating environment, evolving requirements, capacities and participation;
- Effectively use and transfer information to, from and between cluster participants and other stakeholders;
- Interact with other clusters (including through inter-cluster coordination fora), humanitarian actors, government counterparts, and relevant authorities for operational planning, engagement and active contribution of operational partners;
- Be accountable to the affected population through effective and inclusive consultative and feedback mechanisms.
- Monitor performance of the core cluster functions.
- Where there is both a national and a sub-national cluster, the post holder will ensure that there is effective communication, reporting, engagement and coordination between the two levels

ACCOUNTABILITIES and DUTIES & TASKS

The post holder is accountable to:

UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE

- The WASH, Education, Nutrition Cluster, GBV AoR, Child Protection Working Group Coordinators are accountable by the UNICEF Representative in country and will be managed by the Representative or other delegated manager as appropriate.
- Participants of the country led clusters/AoRs, who will in turn ensure that they deliver on their agreed minimum commitments (see IASC Reference Module for Cluster Coordination at the Country Level, November 2012)
- Inter-cluster coordination bodies established by the HCT/UNOCHA
- Affected populations through agreed mechanisms

Core cluster functions:

Supporting service delivery

- Provide a platform to ensure that service delivery is driven by the agreed strategic priorities
- Develop mechanisms to eliminate duplication of service delivery

Informing strategic decision-making of the HC/HCT for the humanitarian response

- Needs assessment and gap analysis (across other sectors and within the sector)
- Analysis to identify and address (emerging) gaps, obstacles, duplication, and cross-cutting issues.
- Prioritization, grounded in response analysis

Planning and strategy development

- Develop sectoral plans, objectives and indicators directly support realization of the HC/HCT strategic priorities
- Application and adherence to existing standards and guidelines
- Clarify funding requirements, prioritization, and cluster contributions to HC's overall humanitarian funding considerations (Flash Appeal, CAP, ERF/CHF, CERF)

Advocacy

- Identify advocacy concerns to contribute to HC and HCT messaging and action
- Undertaking advocacy activities on behalf of cluster participants and the affected population
- Monitoring and reporting the implementation of the cluster strategy and results; recommending corrective action where necessary
- Contingency planning/preparedness for recurrent disasters whenever feasible and relevant.
- Accountability to affected populations

JOB GRADE FACTORS [1]

L4/NOD

- Provides leadership, guidance and direction for a Cluster/AoR in a large-medium sized response
- Holds primary responsibility leading development of cluster goals and objectives and the

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[1] The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE

development of strategies and innovative approaches
- Responsible for managing sub national cluster coordinators and/or Information management staff
- Assume primary responsibility for effective management of the sectoral section, including oversight/supervision of teams of project staff, financial accountability of funds and human resources management and development.

L3/NOC
- Provides leadership, guidance and direction for a Cluster/ AoR in a medium/ small scale or sub national response
- Holds primary responsibility leading development of cluster goals and objectives and the development of strategies and innovative approaches or for ensuring sub national Cluster/ AoR strategies are reflected in national plans.
  Responsible when relevant for management of Information Manager

COMPETENCIES
Core competencies:
- Understands the rationale behind Humanitarian Reform, its main components and recent developments including the Transformative Agenda.
- Understands, uses, and adapts the tools, mechanisms, and processes developed as part of Humanitarian Reform
- Demonstrates commitment to Humanitarian Principles: https://docs.unocha.org/sites/dms/Documents/OOM-humanitarianprinciples_eng_June12.pdf
- Demonstrates commitment to Principles of Partnership: http://www.globalhumanitarianplatform.org/doc00003804.doc
- Communicates, works, and networks effectively with a wide range of people to reach broad consensus on a well-coordinated response, and demonstrates leadership where required
- Thinks and acts strategically and ensures that cluster activities are prioritised and aligned within an agreed strategy
- Demonstrates commitment to the cluster and independence from employing organisation
- Builds, motivates, and leads the cluster coordination team
- Successful track-record in presenting complex issues to various stake holders effectively, sensitively, and within professional poise

Professional Skills
- Ability to build trust, develop, and maintain effective working relationships with respect for diversity
- Commitment to the UNICEF's values and guiding principles
- Communicates effectively including: tailoring languages, tone, style, and format to match audiences; actively listens to perspectives of stakeholders and team members; interpreting messages and respond appropriately; speaking and writing clearly and efficient; and makes presentations in public with confidence
- Conscientious and efficient in meeting commitments, observing deadlines, and achieving results
- Fosters innovation and empowers management
- Excellent oral and written communications skills, as well as analytical skills, with an exemplary

UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE

> ability to identify problems and propose solutions
> * Strategic thinking and decision-making skills, with a commitment to excellence
> * Strong interpersonal, team work, and self-management skills, as well as mature judgment
> * Ability to perform under pressure while maintaining a sense of humor

Technical competences

Understands key technical issues for the cluster sufficiently well enough to be able to: engage with cluster participants; make full use of their experience and knowledge; guide strategy and plans; communicate and advocate on important issues

Languages

The post holder will have at least CEFR level B1 in the following languages:
* English
* French
* Knowledge of another UN language is considered an asset.

QUALIFICATIONS & EXPERIENCE

Qualifications

University degree, preferably at an advanced level, in a subject area relevant to the cluster

Extensive work experience relevant to this post may be considered as a replacement for formal qualifications.

Formal training in cluster coordination an advantage

Experience

At least 5/7 years progressively responsible humanitarian work experience with UN and/or NGO, including programme management and/or coordination in the first phase of a major emergency response relevant to the cluster

Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience.