UNITED NATIONS CHILDREN'S FUND
(GENERIC) JOB PROFILE

I. Post Information

Job Title: **WASH Cluster Coordinator**	Job Level: **Level 4**
Supervisor Title/ Level: **Representative (D2)**	Job Profile No.:
Organizational Unit:	CCOG Code: 1B06e
Post Location: **Country Office**	Functional Code: WSH
	Job Classification Level: **Level 4**

II. Organizational Context and Purpose for the job

Humanitarian action is of fundamental importance to UNICEF and encompasses interventions aimed at saving lives, alleviating suffering, maintaining human dignity, and protecting the rights of affected populations wherever there are humanitarian needs, as well as interventions addressing underlying risks and causes of vulnerability to disasters, fragility, and conflict. UNICEF's humanitarian action is guided by the Core Commitments for Children in Humanitarian Action (CCCs) which set organizational, programmatic, and operational commitments and benchmarks against which UNICEF holds itself accountable for the coverage, quality and equity of its humanitarian action and advocacy and which are mandatory for all UNICEF personnel.

Furthermore, UNICEF is committed to support humanitarian coordination through the cluster approach. Introduced as part of the humanitarian reform, the cluster approach, aims at ensuring clear leadership, predictability, and accountability in international responses to humanitarian emergencies by clarifying the division of labor among organizations and better defining their roles and responsibilities within the different sectors involved in the response. As a member of the IASC, UNICEF work along with national and local stakeholders (including national and local authorities, CSOs, and communities) to support humanitarian coordination and to improve the collective impact of humanitarian response. Whether the cluster approach is activated or not, UNICEF plays a key role in both global and country-level interagency coordination for its areas of programmatic responsibility. As Cluster Lead Agency (CLA) for Nutrition, WASH, Education (co-led), and Child Protection Area of Responsibility (AoR) within the Protection Cluster, UNICEF is committed to fulfil the core functions defined by the IASC when the clusters are activated or when UNICEF is asked to support sectoral coordination.

A well-run Cluster/ Sector/ Working Group coordination team is a formal deliverable of the Cluster Lead Agency and forms a part of the agency's work.

Job organizational context: The position can be in a national Cluster/ Sector/ Working Group in a complex emergency, a larger sub-national Cluster/ Sector/ Working Group, or an office within a regional hub. The position reports to the Representative. In some situations, the Representative may delegate responsibility to the Deputy Representative/ Deputy Head of Office, Chief of Field Operations, Chief of Emergencies, or similar.

Purpose of the job: Under the overall direction and guidance of the Representative, the WASH Cluster Coordinator will provide leadership and representation of the Cluster. They will facilitate the processes that will ensure a well-coordinated, strategic, adequate, coherent, and effective response by participants in the Cluster/ Sector/ Working Group that is accountable to those who are affected by the emergency. In their effort to provide an efficient and effective response to the humanitarian crisis, the WASH Cluster Coordinator is responsible for building relationships with stakeholders, for securing the overall coordination of sectoral responses and for ensuring inter-sectoral collaboration.

III. Key function, accountabilities, and related duties/tasks

The post holder is responsible for providing predictable, timely and strategic leadership and representation for the Cluster to ensure a timely and effective Cluster response. The post holder is responsible for leading multiple stakeholders, beyond their immediate team of direct reports, to work collectively towards the realization of a shared goal based on evidence in a complex humanitarian environment.

The post holder's main tasks and responsibilities will include but not be limited to:

Coordination, representation, and leadership
- Ensure, establish and maintain a coordination mechanism that facilitates the effective achievement of the cluster functions (as outlined by the IASC Reference Module) and the requirements of the HPC (HNO, HRP and CCPM) and which builds on pre-existing coordination structures where appropriate and furthers the development of current or future national and subnational capacities,
- Oversee the functioning of any sub-national Cluster where they exist, ensuring alignment of work and priorities, effective communication, reporting, engagement, and coordination between the levels,
- Supervise the Cluster coordination team,
- Ensure appropriate coordination and build partnerships with all relevant sector stakeholders including government counterparts and national authorities, local, national, and international organizations and affected populations,
- Build complementarity of partner actions within the Cluster, pro-actively negotiating with partners to avoid and resolve duplication and gaps,
- Coordinate, collaborate and represent the Cluster with stakeholders across all sectors, including through inter-cluster coordination fora, developing cross-sectoral relationships as appropriate.

Needs assessment and analysis.
- Lead the planning and implementation of needs assessment and analysis, including representing the Cluster in multi-sectoral needs assessments and joint analysis of need, at national and subnational levels,
- Analyze needs assessment data and work collaboratively with the Cluster partners to create analytical products, including an HNRP based on evidence-based information.

Strategic response planning
- Lead and coordinate strategic planning, response prioritization and the development of the sectoral response plan that is based on the HNRP and aligned with national priorities, policies, and plans,

- Ensure all programme delivery modalities (in-kind, cash, voucher, and services) are given equal consideration in the strategic response planning and establish and implement systematic measures for supporting their consideration and use,
- Provide technical expertise and advice to Cluster partners to ensure activities are relevant, appropriate and in line with national priorities and communities' needs,
- Ensure that the Cluster response plan is updated regularly according to evolving needs and that it establishes indicators by which performance of the cluster can be measured,
- Engage with OCHA and other AoRs/ Clusters/ Sectors/ Working Groups to contribute to the development of the HNRP, advocating for a response that reflects and addresses the concerns of the Cluster.

Resource mobilization and advocacy
- Support and coordinate the mobilization of adequate resources to ensure the effective functioning of the Cluster and its response and subsequent handing over and establishment of medium to long term capacities when the cluster approach is deactivated,
- Monitor, analyze and communicate information about the Cluster financial situation and resource mobilization and identify appropriate actions to address gaps or constraints,
- Advocate for improved sectoral outcomes, by developing an advocacy strategy, networking with advocacy allies, influencing stakeholders' decision-making.

Implementation and monitoring
- Monitor, evaluate and report on the coverage, equity, quality, and progress of the response against the Cluster strategy, priorities and agreed results,
- Plan and support gap and coverage analysis to identify spatial and temporal gaps, overlaps and coverage of the Cluster humanitarian response,
- Monitor Cluster adherence to IASC cluster approach principles, relevant humanitarian and sectoral agreements, standards, initiatives and guidelines and support partners to make improvements.

Operational peer review and evaluation
- Lead the annual cluster coordination performance monitoring (CCPM) exercise and annual review and contribute to other sectoral and humanitarian evaluations as appropriate.

Accountability to affected populations.
- Be accountable to the affected population by establishing inclusive and consultative feedback mechanisms, creating meaningful opportunities for the involvement of the affected population in the response and encouraging partners to operate accountably,
- Ensure the inclusion of cross cutting issues (age, child protection, disability, gender, gender-based violence (GBV) mitigation and response and HIV & AIDS) in Cluster/ Sector/ Working Group activities throughout the HPC,
- Establish and implement systematic measures for supporting inclusive work practices and processes,
- Adhere to child safeguarding and PSEA policies including procedures for challenging and reporting incidents and ensure other members of the coordination team comply.

Strengthen national and local capacity.
- Encourage participation of local and national actors in Cluster activities and strategic decision-making, removing barriers to access,
- Lead the development of a capacity assessment and capacity strengthening strategy for Cluster members and oversee implementation and harmonization of initiatives,

- Lead early warning, contingency planning, and emergency preparedness efforts for the Cluster, ensuring adequate cluster participation in inter-cluster early warning, contingency planning, and emergency preparedness activities.

IV. Impact of Results

Working in partnership with Cluster participants, the WASH Cluster Coordinator provides leadership and representation for the Cluster. This contributes to the predictability and accountability of humanitarian action, in line with the aims of the cluster approach and IASC principles, and ensures that the humanitarian response is well-coordinated, strategic, adequate, coherent, effective and builds the resilience of the affected population. It also contributes to maintaining and enhancing the credibility and ability of UNICEF to fulfil its commitments as Cluster Lead Agency, in line with the CCCs. By identifying opportunities from the onset and throughout the humanitarian response to build resilience of the affected population, for programming and coordination capacity and leadership, the WASH Cluster Coordinator also contributes to a smooth phasing out of the internationally led Cluster Leadership.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies for Staff with Supervisory Responsibilities:

- Nurtures, Leads and Manages People (2)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with Others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drives to Achieve Impactful Results (2)
- Manages Ambiguity and Complexity (2)

Core Competencies for Staff without Supervisory Responsibilities:

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with Others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drives to Achieve Impactful Results (1)
- Manages Ambiguity and Complexity (1)

Coordination Competencies

- Applies Humanitarian Principles, Standards and Guidelines (2)
- Applies Key WASH Concepts and Tools (2)
- Operates Safely and Securely (2)
- Demonstrates Commitment to a Coordinated Response (2)
- Promotes Cooperation and Collaboration (2)
- Demonstrates Accountability (2)
- Promotes Inclusion (2)
- Provides Influential and Strategic Leadership (2)
- Analyses and Communicates Information (2)
- Supports Resource Mobilization (2)
- Advocates for Improved WASH Outcomes (2)
- Monitors the Response (2)
- Strengthens National Capacity to Respond and Lead (2)

(See the GWC Competency Framework for Cluster Coordination for more information on the Coordination Competencies.)

VI. Recruitment Qualifications

Education:	An advanced university degree in one of the following fields is required: public health, social sciences, health, and hygiene behavior change communication, WASH-related engineering, or another relevant technical field. Additional relevant post-graduate courses that complement/ supplement the main degree are a strong asset.
Experience:	A minimum of 8 years of professional experience, preferably at the international level, in WASH-related programmes planning and management is required. Relevant experience in programme management in WASH related areas in a UN system agency or organization is considered an asset. Experience in humanitarian contexts is required. Experience in development contexts is an added advantage. A minimum of two years of experience of WASH Cluster/ Sector/ Working Group coordination is desirable. Experience in effective management of human resources/teams in high stress/risk environments is desirable. Experience in a mixed set of country contexts, in multiple geographic regions, including a deployment mission with UN, Government or INGO is strongly desirable.

Language Requirements:	Fluency in English and the official UN language of the duty station are required. Knowledge of other languages (Arabic, Chinese, French, Russian or Spanish) is considered an asset.

VII. Technical requirements

The post holder must demonstrate strong knowledge and skills in the following areas:

Humanitarian architecture, cluster approach and core functions

- Key process and features of the humanitarian programme cycle (HNO, HRP and CCPM), the humanitarian reform process and the transformative agenda, the Humanitarian-Development Nexus, and the Grand Bargain Commitments,
- IASC Guidance Note on Strengthening Participation, Representation and Leadership of Local and National Actors in IASC Humanitarian Coordination Mechanisms, IASC Results Group 1 on Operational Response, (2021),
- IASC Reference Module for Cluster Coordination at Country Level (2015),
- IASC Guidance Note on Using the Cluster Approach to Strengthen Humanitarian Response (2006).

Humanitarian principles, standards, and guidelines

- Core Commitments for Children in Humanitarian Action, (2020), UNICEF,
- The Sphere Handbook, (2018), Sphere,
- Core Humanitarian Standard on Quality and Accountability, (2014), CHSA,
- Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGOs) in Disaster Relief, (1994), ICRC,
- Accountability to Affected Populations: The Operational Framework, (2013), IASC,
- Principles of Partnership: A Statement of Commitment, (2007), ICVA,
- Availability, Accessibility, Acceptability, Quality (AAAQ) framework: A tool to identify potential barriers in accessing services in humanitarian settings, (2019), UNICEF,
- Statement on the Centrality of Protection in Humanitarian Action, (2013), IASC,
- Special Measures for Protection from Sexual Exploitation and Sexual Abuse, (2008), Secretary General Bulletin,
- Guidelines for Integrating Gender-Based Violence Interventions in Humanitarian Action, (2015), IASC.

WASH in Emergencies principles, standards, concepts, tools, and resources

- WASH Minimum Commitments for the Safety and Dignity of Affected People, (2016), Global WASH Cluster,
- GWC Coordination Toolkit, (2020), Global WASH Cluster,
- An Introduction to Community Engagement in WASH, (2018), Oxfam,
- Violence, Gender and WASH Toolkit, (2014), WEDC/ Loughborough University.
- Inter-sectoral linkages with key sectors including Health (including public health, disease control and epidemiology); Nutrition; Education; Shelter and, in particular, Urban Shelter,
- Key concepts, minimum standards, key actions and indicators for water supply, sanitation and hygiene promotion as identified in the Sphere Handbook as well as linkages with the Humanitarian Charter, Protection Principles and Core Humanitarian Standard,

- Key programming interventions and relevant data sets in WASH technical areas of water, sanitation, hygiene, how these areas link together and how they vary according to context, emergency typology and phases of the HPC,
- Key sector initiatives including the WHO/ UNICEF Joint Monitoring Programme, the Sustainable Development Goals (SDGs), Global Analysis and Assessment of Sanitation and Drinking Water (GLAAS) and Sanitation and Water for All (SWA),
- Market Based Programming (MBP) and Cash Transfer Programming (CTP) in the context of WASH programming,
- Relevant local and contextual knowledge of risk and vulnerability factors including those linked to gender and gender identity, disability, and age,
- Stakeholders and their responsibilities including WASH Cluster partners, Field Support Teams (FST), Standby Partners and other relevant stakeholders in the WASH market including actors that are humanitarian and development, public and private, state, and non-state and those operating globally, nationally, and locally,
- Strategies and policies relevant to WASH programming in the specific context.
- WASH coordination platforms and networks including national WASH humanitarian coordination platforms,
- WASH sector response plans.

VII. Child Safeguarding

Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point or investigator (OIAI)?	NO
Is this post a direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?	NO
Is this post a child data role in which the incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data or photos?	NO

The selected candidate for the position will be required to engage with vulnerable children.	NO