

## **Branded Vacancy Announcement Template**

### **Title:**

WASH Officer, NO-B, #91799 Damascus, Syria, MENA Region

### **Advertising text:**

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.

At UNICEF, we are committed, passionate, and proud of what we do. Promoting the rights of every child is not just a job – it is a calling.

UNICEF is a place where careers are built. We offer our staff diverse opportunities for personal and professional development that will help them develop a fulfilling career while delivering on a rewarding mission. We pride ourselves on a culture that helps staff thrive, coupled with an attractive compensation and benefits package.

### **For every child, peace**

UNICEF Syria was established in 1970 and has been working with partners to help empower children to fully claim and enjoy their rights under the Convention on the Rights of the Child.

UNICEF works with partners across Syria to deliver supplies, services, and expertise in areas of Child Protection, Education, Health, Nutrition, Water, Hygiene and Sanitation for every child. UNICEF also provides humanitarian assistance when needed.

Syria continues to face one of the most complex emergencies in the world. Unprecedented humanitarian needs are compounded by displacement inside the country and across its borders, extensive destruction of civilian and social services infrastructure, devastating impacts on the economy, and most importantly, the breakdown of the social fabric that stitched the country together for decades.

Today, 90% of people in Syria live in poverty, most are unable to make ends meet or bring food to the table. Families have had their resources depleted, with limited employment opportunities, skyrocketing prices, and shortage of basic supplies. For most people, the current socio-economic challenges represent some of the harshest and most challenging circumstances they have faced since the beginning of the crisis 11 years ago.

In 2024, 16.7 million people need humanitarian assistance. This is the highest number of people in need ever recorded in Syria since 2011. The education sector identifies 7.2 million children and education personnel in need of assistance. This is largely due the ongoing conflict, continued displacements, the unprecedented economic crisis, and deepening poverty. The impact of the earthquakes in 2023 and the hike in price of commodities triggered by the overall global economic situation and the impact of sanctions are further compounding the dire situation.

For information of the work of our organization, please visit our website: [UNICEF Syria](#)

### **How can you make a difference?**

#### **Purpose of the Job**

UNICEF Syria is hiring a WASH Officer at the NO-B level to support the WASH programme in Damascus and the Southern governorates. The WASH Officer reports to the Chief of Field Office for general guidance and direction and to the Chief of WASH for technical reference. The officer is responsible for facilitating, coordinating and supervising the WASH program projects and initiatives in the Damascus field office covering Damascus and Southern governorates, including assessment, planning, design, implementation and monitoring of UNICEF WASH programs in Damascus and the South.

The WASH Officer is expected to maintain efficient communication and coordination with the relevant authorities and partners in Damascus and the South, including the water establishments, UN agencies, OCHA, national and international NGOs.

## **Key Functions, accountabilities, and related duties/ tasks:**

### **1. Programme development and planning**

- Research and analyze regional/national political, WASH, health, and social and economic development trends. Collect, analyze, verify and synthesize information to facilitate programme development, design and preparation.
- Prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevance of information.
- Assist in the development/establishment of WASH-related outcome and output results, as well as related strategies, through analysis of WASH sector needs and priorities.
- Provide technical and administrative support throughout all stages of programming processes by executing/administering a variety of technical programme transactions, preparing materials/documentations, complying with organizational processes and management systems, to support progress towards the WASH-related outcome and/or output results in the Country Programme.
- Prepare required documentations/materials to facilitate review and approval processes.

### **2. Programme management, monitoring and delivery of results**

- Work collaboratively with colleagues and partners to collect/analyze/ share information on implementation issues, suggest solutions on routine programme implementation and alert appropriate officials and stakeholders for higher-level interventions and/or decision. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts and prepare minutes/reports on results for follow up action by higher management and other stakeholders.
- Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verify compliance with approved allocations, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on issues identified to enable timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare inputs for programme and donor reporting.

### **3. Technical and operational support for programme implementation**

- Undertake field visits and surveys, collect and share reports with partners/stakeholders. Report critical issues, bottlenecks and potential problems to supervisor, for timely action.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices in WASH, to support programme implementation.

### **4. Humanitarian WASH preparedness and response**

- Draft inputs for the preparation of WASH emergency preparedness, including the drafting of required supplies and services, long-term agreements, partnership agreements, and coordination mechanisms.

- Study and fully understand UNICEF's procedures for responding in an emergency.
- Take up support roles in an emergency response and early recovery, as and when the need arises.

## 5. Networking and partnership building

- 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.
- Draft communication and information materials for WASH programme advocacy to promote awareness, establish partnership/alliances and support fund raising for WASH.
- Participate in inter-agency meetings/events on WASH programming to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of WASH programmes/projects and to integrate and harmonize UNICEF output results and implementation strategies with UNDAF development and planning processes.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

## 6. Innovation, knowledge management and capacity building

- Assist in the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems).
- Assist in the preparation of learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development.
- Assist in creating and delivering learning opportunities for UNICEF WASH staff, to ensure our sector capacity remains up to date with latest developments.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

## To qualify as an advocate for every child you will have...

### Minimum Requirements

#### **Education:**

- University degree in one of the areas that are relevant to the work, preferred areas including but not limited to civil engineering, public health, environmental science, behavior change communication, water and sanitation engineering or any other area that is considered relevant to the responsibilities described in the vacancy announcement.
- Advance university degrees in areas relevant to this position will be an asset.

#### **Experience:**

- A minimum of three years of professional experience in WASH-related programmes for developing countries is required.
- Proven experience in conducting logistics' systems analyses, quality monitoring, and capacity building in the WASH sector is an advantage.
- Experience working with government bodies, international organizations, local communities, UN, UNICEF, or relevant NGOs in Syria is an asset.

#### **Language Requirements:**

- Fluency in English and Arabic is required.

### **Required Technical Knowledge**

- Basic knowledge of at least three components of the eight mentioned below.
  1. Urban water supply including water safety, sustainability
  2. Urban sanitation including sustainability.

3. Hygiene promotion
4. National government WASH policies, plans and strategies
5. Analysis of national budgets and expenditure for basic WASH, and related advocacy

- Basic knowledge of at least two of the below four components.

1. Programme/project management
2. Capacity development
3. Knowledge management
4. Monitoring and evaluation

- Basic knowledge of both below components

1. Human rights and WASH
2. Gender equality and WASH

### For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)

### The UNICEF competencies required for this post are...

Builds and maintains partnerships (1), Demonstrates self-awareness and ethical awareness (1), Drive to achieve results for impact (1) Innovates and embraces change (1), Manages ambiguity and complexity (1), Thinks, and acts strategically (1), Works collaboratively with others (1).

Familiarize yourself with [our competency framework](#) and its different levels.

UNICEF is committed to [diversity and inclusion within its workforce](#), and encourages all candidates, irrespective of gender, nationality, religious or ethnic background, and persons with disabilities, to apply to become a part of the organization. To create a more inclusive workplace, UNICEF offers paid parental leave, breastfeeding breaks, and reasonable accommodation for persons with disabilities. UNICEF strongly encourages the use of flexible working arrangements. Click [here](#) to learn more about flexible work arrangements, well-being, and benefits.

According to the UN Convention on the Rights of Persons with Disabilities (UNCRPD), persons with disabilities include those who have long-term physical, mental, intellectual, or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others. In its Disability Inclusion Policy and Strategy 2022-2030, UNICEF has committed to increase the number of employees with disabilities by 2030. At UNICEF, we provide [reasonable accommodation](#) for work-related support requirements of candidates and employees with disabilities. Also, UNICEF has launched a Global Accessibility Helpdesk to strengthen physical and digital accessibility. If you are an applicant with a disability who needs digital accessibility support in completing the online application, please submit your request through the accessibility email button on the UNICEF Careers webpage [Accessibility | UNICEF](#).

UNICEF does not hire candidates who are married to children (persons under 18). UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination based on gender, nationality, age, race, sexual orientation, religious or ethnic background or disabilities. UNICEF is committed to promote the protection and safeguarding of all children. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check, and selected candidates with disabilities may be requested to submit supporting documentation in relation to their disability confidentially.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station is required for IP positions and will be facilitated by UNICEF. Appointments may also be subject to inoculation (vaccination)

requirements, including against SARS-CoV-2 (Covid). Should you be selected for a position with UNICEF, you either must be inoculated as required or receive a medical exemption from the relevant department of the UN. Otherwise, the selection will be canceled.

**Remarks:**

As per Article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity.

Government employees who are considered for employment with UNICEF are normally required to resign from their government positions before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.

UNICEF does not charge a processing fee at any stage of its recruitment, selection, and hiring processes (i.e., application stage, interview stage, validation stage, or appointment and training). UNICEF will not ask for applicants' bank account information.

UNICEF shall not facilitate the issuance of a visa and working authorization for candidates under consideration for positions at the national officer and general service category.

All UNICEF positions are advertised, and only shortlisted candidates will be contacted and advance to the next stage of the selection process. An internal candidate performing at the level of the post in the relevant functional area, or an internal/external candidate in the corresponding Talent Group, may be selected, if suitable for the post, without assessment of other candidates.

For National Officer (NO) positions, only nationals of the country are eligible, except staff members who are already legally permitted to work for UNICEF in the country, who are eligible to apply.

This is an internal and external vacancy announcement.

Additional information about working for UNICEF can be found [here](#).