 UNHCR TERMS OF REFERENCE

FOR JUNIOR PROFESSIONAL OFFICER (JPO) CATEGORY

***(When finalised and approved by the Post Manager(s), e-mail to HQPC00)***

**DATE SUBMITTED*:*** dd/mm/yyyy

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| --- | --- | --- | --- | --- |
| **PART 1A - CLASSIFICATION DATA** | | | | |
| **A.1 CURRENT / OFFICIAL POSITION DATA** | | | |  |
| JPO Position No.: |  | | |  |
| JPO Position Title: Associate Associate WASH Officer | | | | |
| JPO Position Grade**:** P2 | Position Category: **JPO** | | | |
| JPO Position Location: Shire, Tigray, Ethiopia | | | | |
| Supervisor Position No: | Supervisor Position Title: Programme Officer | | | Supervisor Position Grade: P3 |
|  | | | | |
| - ACTION REQUESTED - | | | | |
|  | |  |  | |
| |  |  |  |  | | --- | --- | --- | --- | | **A.2  CREATION OF JPO POSITION**  *(Tick as appropriate)* | | | | | **A.3  REVISION OF EXISTING POSITION** *(Tick as appropriate, and i****ndicate the current, revised title)***  Change of Title  Update of Duties    Others *(Specify)*: | | | | |  | Title: | Grade | Category | | From: |  |  | JPO | | To: |  |  | JPO | | | | | |
| PART 1B - POSITION JUSTIFICATION | | | | |
| **JUSTIFICATION (**  Creation /   Revision**) –** *Explain below why the creation of position is needed. If the position is to be revised, explain any new contextual developments or changes in position requirements that justify the review.*  Ethiopia Country Operation has 26 refugee camps and 4 settlements located in 6 regional states. The operation is currently experience large population influxes from South Sudan and to a lesser extend from Eritrea and Somalia. As part of its protection mandate, UNHCR is responsible to ensure access to adequate quality and cost effective WASH services. A robust coordination and monitoring mechanism at country and field level is essential to ensure UNHCR service provision according to UNHCR standards and to avoid gaps and overlaps of activities. WASH programmes are implemented in the various camps through several partners.  In Shire and Afar camps, there are six camps and six motorized water schemes sourcing water from deep boreholes. In addition, there is sanitation infrastructure as well as insitutional WASH. Regular monitoring through UNHCR is needed to ensure preventive and corrective maintenance frameworks are adhered to, operational inefficiencies and associated costs are minimized. Development of a integrated water scheme sourcing water from a dam is at design stage with implementation set to start soon. In the same time, the operation is shifting its approach from direct implementation through partners towards strengthening service provision through line ministries as part of the Comprehensive Refugee Response Framework (CRRF) approach.  Currently, the Tigray/Afar operation has inadequate capacity to technically back stop and ensure quality services are provided to the 6 camps. Significant effort is required with regards to coordination of stakeholders on multiple projects while in the same time providing technical support and emergency response. With the changing approaches in implementation, technical support requirements in the field and the ongoing influx of refugees, there is a need to strengthen the WASH capacity of UNHCR at Shire level. The JPO will be expected to technically support 6 camps, support emergency response and assist in coordination tasks. | | | | |

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***(When finalised and approved by the Post Manager(s), e-mail to HQPC00)***

Date of Classification (1):

|  |  |
| --- | --- |
| **PART 2A – IDENTIFICATION OF POSITION** | |
| Position No: | Job Code (1) : |
| Position Title: | Job Profile (1) : |
| Position Location : | Functional Group(1) : |
| Supervisor Position No., Title & Grade: | CCOG Code (1) : |
| Position Grade: | Category: (1) : **JPO** |
|  | ***(1)*** *To be completed by PCU* |
|  | |
| **PART 2B – POSITION REQUIREMENTS** | |
| **2.1 ORGANIZATIONAL CONTEXT***. Define the role of the position within the team, it’s external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*    Ethiopia has a long history of welcoming refugees onto its territory, and today, it provides protection to over 838,000 refugees from 20 countries, making it the second largest hosting country in Africa and the fifth hosting country worldwide. Refugee demographics vary, with an estimated 378,285 South Sudanese living along the Southwestern border, 249,903 Somali refugees residing along the Eastern border, and 161,398 Eritrean refugees living mainly along the Northern border, and other groups living both in both urban and rural areas of the country. As a party to the 1951 Convention relating to the Status of Refugees, its 1967 Protocol and the 1969 Refugee Convention of the Organization of African Unity, the Government of Ethiopia maintains an open door policy for refugees into the country and allows humanitarian access and protection to those seeking asylum on its territory.  Eritrean refugees are hosted in 6 camps in two federal states of Tigray (4) and Afar (2) whilst some of the refugees reside with hosting population in Dalool and Erebti in Afar. There is a Sub-Office in Shire and Field units in Mekelle, Ebamadre, Hitsats & Shimelba. Field Unit Mekelle oversees response for Afar camps (Assayita and Barhale) whilst Ebamadre oversees Mai Aini & Adi Harush camp.  The Public Health Section's objectives are to reduce morbidity and mortality among UNHCR populations of concern and to improve their quality of life. The Associate WASH Officer’s position is among this crucial expertise within the section. This position will provide technical support in refugee camps within Ethiopia as well as to contribute to the development and implementation of policies and strategies related to water, sanitation and hygiene (WASH). The incumbent will participate in development of technical document, programme/project proposal and reporting. The incumbent will undertake monitoring missions to the field and liaise with WASH partners on the implementation of WASH programs.  **SUPERVISION:** The JPO will be under the direct supervision of the manager indicated under ‘Supervisor title and position number’. The supervisor will be responsible for the performance evaluation of the JPO. The manager will also ensure that the JPO is provided a thorough induction and orientation briefing, followed by on-the-job training as well as continuous guidance for training/learning opportunities throughout the assignment. In support to the manager, the JPO Unit provides the Supervisory Guidelines upon recruitment/reassignment of the JPO.  **LIVING CONDITIONS AT THE DUTY STATION**  *Please indicate if the following is available at the Duty Station*   |  |  | | --- | --- | | Housing/accommodation | Yes, renting in the city of Addis Ababa | | Health care | Available, Need to further investigate depending on tailored medical needs | | Educational facilities | Available, Need to further investigate depending on tailored education needs | | Security | Good | | Other (transports, banks, etc) | Basic services available | | |
| **2.2 FUNCTIONAL STATEMENT***. Describe the accountabilities, responsibilities and authorities associated with the position.*  **Accountability** *(key results that will be achieved)*  - WASH services provided to refugee and other persons of concern to UNHCR are based on UNHCR and /or internationally recognised and most up-to-date standards and policies.  - Sound technical support and advice are provided to the operations in the field of WASH.  - Ensure compliance to monitoring and evaluation system in place for data collection, analysis and interpretation to serve as evidence-base for planning and interventions | |
| **Responsibility** *(process and functions undertaken to achieve results)*  - Provide technical guidance and support to partners on all water, sanitation, hygiene promotion and environment related issues, to ensure quality, cost-effectiveness, sustainability and impact soundness in their implementation and in accordance with UNHCR policies, standards and priorities.  - Coordinate the WASH response among partners in Shire and Afar in close cooperation with the programme officer.  - Contribute to the budgeting, planning, programmatic processes and financial management of the operation in the area of WASH.  - Support the formulation of project submissions, including budgets, to respond to identified needs in collaboration with the WASH officer, appropriate authorities, implementing and other partners, UNHCR Programme and technical sectors.  - Actively participate in drafting WASH strategies, developing and implementing work plan, indicating indicators, for any existing or newly installed refugee settlement or settlement extension identified.  - Jointly with technical staff of implementing partners and other WASH actors, update detailed needs and resource assessments and revise designs of technical plans as necessary, taking into account practical aspects of implementation, long-term sustainable solutions, and relevant technical specifications and guidelines.  - Supervise and monitor the implementation of the ongoing water, sanitation, hygiene projects administered directly by UNHCR and its partners.  - Ensure that the WASH monitoring system data collection and reporting is carried out systematically, properly and timely with quality information  - Report regularly on WASH activity implementation by all WASH partners, while maintaining accurate records of all relevant WASH performance indicators.  - Support capacity strengthening activities of UNHCR and its implementing/operational partners to address key areas of WASH importance to refugees and other persons of concern to UNHCR.  - Perform other duties as required. | |
| **Authority** *(decisions made in executing responsibilities and to achieve results)*  - Provide technical support and recommendations on WASH programmes in operational areas.  - | |
| **2.3 REQUIRED COMPETENCIES**, *which* *illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.)*     |  |  | | --- | --- | | **Code** | **Managerial Competencies *(Max. 4)*** | | 1.  M001 | Empowering and Building Trust | | 2.  M002 | Managing Performance | | 3.M003 | Judgement and Decision Making | | 4. **(**M004) | Strategic Planning and Vision ***(Not applicable to JPOs)*** | | 5. (M005) | Leadership ***(Not applicable to JPOs)*** | | 6.  M006 | Managing Resources | |  |  | | **Code** | **Cross-Functional Competencies *(Max. 3)*** | | 1.  X001 | Analytical Thinking | | 2.  X002 | Innovation and Creativity | | 3. X003 | Technological Awareness | | 4. X004 | Negotiation and Conflict Resolution | | 5.  X005 | Planning and Organizing | | 6.  X006 | Policy Development and Research | | 7.  X007 | Political Awareness | | 8.  X008 | Stakeholder Management | | 9.  X009 | Change Capability and Adaptability | |  |  | | |
| **2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE** **REQUIRED**. *Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.*  **EDUCATION/QUALIFICATION:**  - University degree in Water / Civil / Environmental / Public Health Engineering / Water and sanitation engineering / Water resources development or in one of the civil engineering disciplines (water supply and/or hydrology) or sanitation/hygiene engineering.Advanced training in water, sanitation and hygiene promotion will be preferable.    **WORK EXPERIENCE:**  - 2 to 4 years of relevant work experience  - Good understanding of integrated water resource management, water, wastewater and solid waste management strategies and design.  - General knowledge on programme management, project formulation, programme cycles and reporting standards.  - Previous awareness of UN sector approach, preferably both at the global policy level and at field implementation approach.  **SKILLS:**  - Knowledge in planning, formulation, implementation, monitoring and reporting on humanitarian operations.  - Knowledge of the Log Frame approach.  - Proficiency in basic computer software such as water modelling software, GIS, AutoCad, MS Access.  - Very good communication skills, intercultural sensibility, good drafting skills in English  - Knowledge of WASH assessment including surveys, programme implementation, monitoring and evaluation and coordination is required.  - Technical expertise in the area of WASH assessment including survey, programme implementation, technical design, monitoring and coordination.  **LANGUAGE KNOWLEDGE**  *Please indicate languages required (Official UN Languages: English, French, Spanish, Chinese, Russian, Arabic)*   * **Essential: English,** * **Desirable:** Other UN language | |
| **2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES.** *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*  - Experience in organising and conducting training activities and information campaigns in the areas of environmental sanitation, natural resources management, water quality, bore-hole drilling, vector control and appropriate technologies.  - Exposure to UNHCR mandate, its priorities and principles, experience working with refugees.  - Experience, skills and ability to provide informal training at field levels for staff at various levels  - Ability to come up with creative and innovative solutions to operational challenges.   * 1. **TRAINING COMPONENTS AND LEARNING ELEMENTS**   **TRAINING COMPONENTS**:   * **Mandatory training courses**:  1. Basic Security in the Field (NB: needs to be retaken every 3 years) 2. Advanced Security in the Field (NB: needs to be retaken every 3 years) 3. Protection Induction Programme (PIP) 4. UN Course on Harassment, Sexual Harassment and Abuse of Authority   5. Orientation to IPSAS | |
| * **Recommended training courses**   *Please indicate at least 1-2 training courses relevant to the particular JPO function, available through Learn &Connect platform.*  Co-Tech course on Coordination  Innovation Webinars  **LEARNING ELEMENTS**  *Please indicate what the incumbent will learn during the assignment, defined in measurable results through applied skills or demonstrated competencies and specified per year.*  - Development of WASH strategies, Standard Operating Procedure, Monitoring and Evaluation plans and Designs of varied water schemes;  - Design of solar powered water schemes, life cycle analysis and associated data collection  - Sector and Cluster coordination approaches of multiple stakeholders;  - Behaviour change communication framework development and implementation | |