



**UNITED NATIONS CHILDREN'S FUND  
JPO Request Form**



**Training and Learning Plan**

- ✓ Participation in a one-week JPO Induction Programme in New York;
- ✓ Guidance and advice in relation to training opportunities within the field of expertise;
- ✓ Use of yearly JPO training funds for internal/external training opportunities;
- ✓ Participation in the Mentoring, Coaching, and Career Counselling and Career transition programmes;
- ✓ Encourage field mission and/or stretch assignment during and after the 2<sup>nd</sup> year

In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

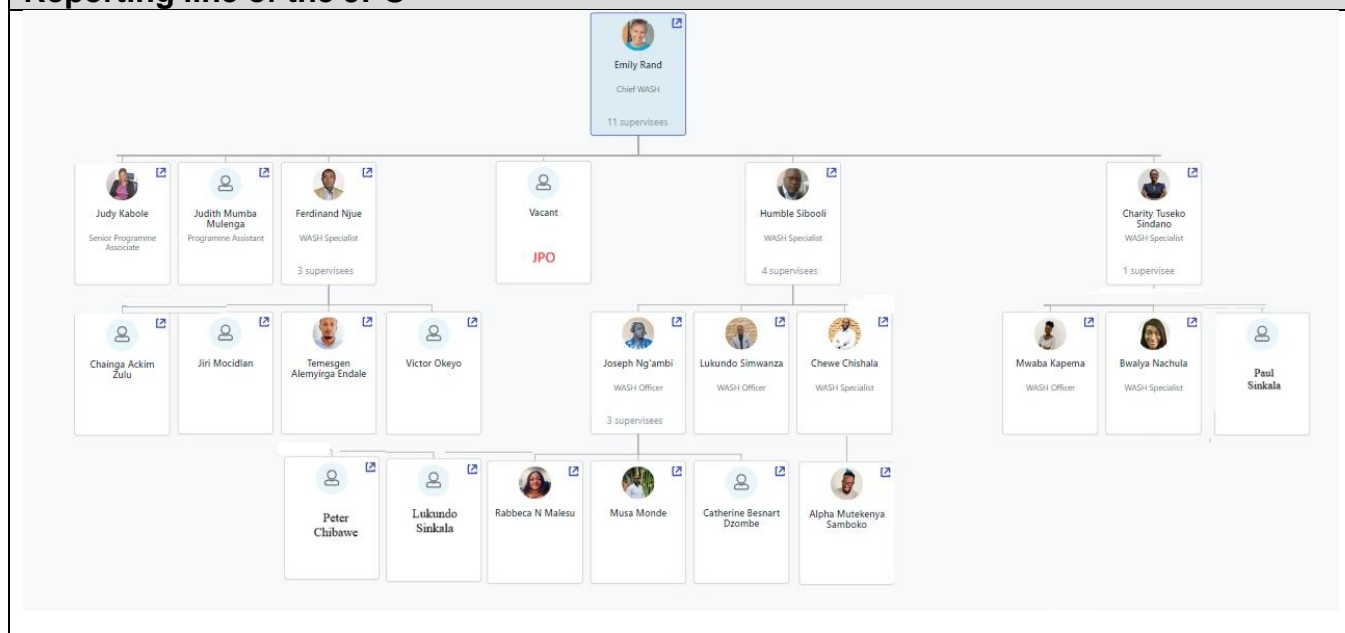
- ✓ Coaching from the WASH Chief, who has 25 years of experience and who is a certified coach from the TPC coaching and leadership academy with over 5 years of experience through formal mentoring and coaching programs;
- ✓ Routine field visits with on-the-job training from international staff with over 20 years of WASH experience;

- ✓ Career support for next positions and potential retention depending on fundraising efforts

### Information and living condition of Duty station: [For Filed Office locations only]

General Information	Zambia is a peaceful, landlocked country in the heart of Central, Southern, and East Africa known for its rich cultural heritage and festivals. While English is widely used, Zambia is linguistically diverse, with 72 different languages spoken throughout the country. Most of the population lives in the center of the country, from the beautiful Livingstone Falls in the south, to the capital Lusaka in the center, and the mining Copperbelt region in the north. Zambia is also home to 20 national parks, which host a wide array of animals, including elephants, rhinos, leopards, and lions.
Security	Zambia is a family duty station and classified as a Class B duty station (with low to medium risk rating). Some border towns may have a higher security level.
Housing	House rentals and prices differ depending on size and location. The main recommended residential neighborhoods in Lusaka are Chudleigh, Jesmondine, Kabulonga, Kalundu, Kingsland, Longacres, Mass Media, Meanwood Ibex, New Kasama, Rhodespark, Roma, Sunningdale and Woodlands Main. It is possible to rent furnished and unfurnished houses, town houses or apartments.
Schools & Childcare	A number of international schools with an academic system that is widely recognized abroad are available in Zambia. International schools often include a kindergarten and pre-school classes (sometimes even a nursery) for younger kids.
Work for spouses & partners	Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit must be applied for through the same hiring organisation.

### Reporting line of the JPO





## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: JPO WASH Officer  
Supervisor Title/ Level: WASH Chief, P4  
Organizational Unit: UNICEF Zambia WASH Team  
Post Location: Lusaka, Zambia

Job Level: Level 2  
Job Profile No.:  
Job Classification Level: Level 2

### II. Strategic Office Context and purpose for the job

#### **Strategic office context:**

Zambia's population is among the world's fastest growing and youngest, with 48 per cent of the country's 18 million people between 0 and 14 years of age. About 60 per cent of children live in families whose income falls below the poverty line, and in rural areas this climbs to 80.5 per cent. Despite progress, the country continues to face challenges in ensuring children and adolescent's rights and meeting Sustainable Development Goal targets. In 2024, Zambia faced the worst cholera outbreak the country has ever recorded with over 23,000 cases and a case fatality rate of 1.3% in healthcare facilities and 3.2% overall. This year Zambia also had the lowest rainfall ever recorded for February, leading to rivers holding only a quarter of their usual water levels. This drought has caused load shedding, limited water availability, and unsafe water collection practices. Before the drought, 13% of healthcare facilities and 16% of schools already had an urgent need for water. Climate change will continue to exacerbate these issues with more consecutive dry days and heavy rainfall events. Until Zambia achieves Sustainable Development Goal 6 (SDG 6), the risk of cholera and other preventable waterborne diseases will persist. A JPO is needed to support the UNICEF WASH Zambia team to address these issues and improve water, sanitation, and hygiene (WASH) services for all Zambia's children.

**Purpose for the job:** The WASH Officer reports to the Chief of WASH (Level 4) for supervision. 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 country programme. This position is to support the Chief of WASH to manage several donor funded grants. The JPO will be given opportunities and trained to take on progressively more responsibilities for grant management, including donor relationship, procurement plans, monitoring, evaluation, reporting, financial tracking and proposal writing. The JPO will be accountable for specific tasks assigned across the WASH outputs from: Enabling Environment, Service Delivery, Climate, and Disaster Response. Under direct supervisor of the WASH Chief the JPO will be responsible for the following key functions/accountabilities: representing UNICEF at WASH Sector Meetings, conducting program monitoring visits, drafting written documents, and promoting inclusion of the most disadvantaged children of all genders, ability, religion, and background.

### III. Key functions, accountabilities, and related duties/tasks:

#### **Summary of key functions/accountabilities:**

<ol style="list-style-type: none"> <li><b>1. Programme development and planning</b></li> <li><b>2. Programme management, monitoring and delivery of results</b></li> <li><b>3. Technical and operational support for programme implementation</b></li> <li><b>4. Humanitarian WASH preparedness and response</b></li> <li><b>5. Networking and partnership building</b></li> <li><b>6. Innovation, knowledge management and capacity building</b></li> </ol>
<ol style="list-style-type: none"> <li> <b>1. Programme development and planning</b> <ul style="list-style-type: none"> <li>• Draft updates for WASH in the situation analysis, to inform the development of WASH-related outcome and output results. Research and report on trends in WASH, for use in programme development, management, monitoring, and evaluation.</li> <li>• Prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevance of information.</li> <li>• Contribute to the development/establishment of WASH-related outcome and output results, as well as related strategies, through analysis of WASH sector needs and priorities.</li> <li>• 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.</li> <li>• Prepare required documentations/materials to facilitate review and approval processes.</li> </ul> </li> </ol>
<ol style="list-style-type: none"> <li> <b>2. Programme management, monitoring and delivery of results</b> <ul style="list-style-type: none"> <li>• Work collaboratively with colleagues and partners to collect/analyze/ share information on implementation issues, provide solutions on routine programme implementation and alert appropriate officials and stakeholders for higher-level interventions and/or decisions. Keep records of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.</li> <li>• Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts and prepare reports on results for required action/interventions at the higher level of programme management.</li> <li>• 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.</li> <li>• Prepare sectoral progress reports for management, donors and partners.</li> </ul> </li> </ol>
<ol style="list-style-type: none"> <li> <b>3. Technical and operational support for programme implementation</b> <ul style="list-style-type: none"> <li>▪ Undertake field visits and surveys, collect and share reports with partners/stakeholders. Report critical issues, bottlenecks and potential problems to supervisor, for timely action.</li> <li>▪ 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.</li> </ul> </li> </ol>
<ol style="list-style-type: none"> <li> <b>4. Humanitarian WASH preparedness and response</b> <ul style="list-style-type: none"> <li>• Draft requisitions for supplies, services, long-term agreements and partnership agreements to ensure UNICEF is prepared to deliver on its commitments for WASH in case of an emergency.</li> <li>• Study and fully understand UNICEF's procedures for responding in an emergency.</li> <li>• Take up support roles in an emergency response and early recovery, as and when the need arises.</li> </ul> </li> </ol>
<ol style="list-style-type: none"> <li> <b>5. Networking and partnership building</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Draft communication and information materials for WASH programme advocacy to promote awareness, establish partnership/alliances and support fund-raising for WASH.</li> <li>▪ Participate in inter-agency meetings on planning, to integrate and harmonize UNICEF output results and implementation strategies with UN development and planning processes.</li> <li>▪ Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.</li> </ul> </li> </ol>

#### **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.

### **IV. Impact of Results**

The support provided by the JPO will enable the country office to achieve the WASH-related output results of the country programme. This, in turn, will contribute to the achievement of the outcome results of the country programme document. When done effectively, the achievement of the outcome results will improve child survival; growth and development; and reduce inequalities in the country.

### **V. Competencies and level of proficiency required**

#### **Core Values attributes**

- Care
- Respect
- Integrity
- Trust
- Accountability

#### **Core competencies skills**

- 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)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

#### **Functional Competencies**

- Persuading and influencing (1)
- Applying technical expertise (1)
- Learning and researching (2)
- Planning and organizing (2)

### **VI. Recruitment Qualifications**

Education:	A university degree in one of the following fields is required: English writing, business, communications, public health, behavior change communication, engineering, or another relevant technical field.  A Master's degree is considered as an asset.
Experience:	A minimum of two years of professional experience writing in English is required.

	Relevant experience in WASH especially in a commercial water or sanitation utility is considered as an asset.
Language Requirements:	Fluency in English is required. Experience learning another language is considered as an asset.