LAOR000502--WASH Officer (Knowledge Management)

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures, volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Lao People's Democratic Rep</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</td>
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<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Vientiane [LAO]</td>
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<tr>
<td>Assignment Place</td>
<td>Vientiane [LAO]</td>
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<tr>
<td>Assignment Place Remark</td>
<td>Family Duty Station</td>
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Family duty station

Living Conditions

The position will be based in the capital, Vientiane. Living conditions in Vientiane are comfortable but residents must make concessions due to the tropical climate and under-developed infrastructure, including health facilities.

Vientiane is a relatively safe place to live in, with violent crime incidents very rare. However, single females should exert vigilance if moving alone during the dark and it is best advised to move in groups.
The biggest hazards relate to traffic accidents, hence utmost care should be exerted when in traffic, especially when riding a motorbike.

The Vientiane entertainment scene is still quiet and in order to avoid feeling lonely the person should be proactive in forming friendships, and hence should be ready to make the best of e.g. the UNV Buddy Programme.

There is a wide range of housing options in Vientiane located within easy reach of the UNICEF office. Houses or apartments are usually of good standards. All basic commodities can be bought in Vientiane and its immediate vicinity. The UNV Office in Laos will assist the UNV in finding adequate accommodation. House shares with 3-4 people are most common but single apartments are also available.

Vientiane’s city centre is full of restaurants, shops, bars and internet cafes all line up along the Mekong river.

**Assignment Details**

**Assignment Title**
WASH Officer (Knowledge Management)

**Organizational Context & Project Description**

UNICEF is mandated by the United Nations General Assembly to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential. UNICEF is guided by the Convention on the Rights of the Child and strives to establish children's rights as enduring ethical principles and international standards of behavior towards children. We believe that nurturing and caring for children are the cornerstones of human progress. UNICEF was created with this purpose in mind — to work with others to overcome the obstacles that poverty, violence, disease and discrimination place in a child’s path. We believe that we can, together, advance the cause of humanity. UNICEF is on the ground in over 150 countries and territories to help children survive and thrive, from early childhood through adolescence. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, Improved water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and HIV/AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments. UNICEF has been present in Lao PDR since 1972 and currently employs around 60 national and international staff.

The WASH programme targets the realization of children's rights to survival, growth and development through equitable access to and use of sustainable improved water sources, sanitation facilities and adopt hygiene practices. The WASH programme contributes to the achievement of the NSEDP priorities for rural water supply and environmental health; Sustainable Development Goal 6; and the UNPFW outputs.

By 2021, the most disadvantaged children and their families have equitable access to and use of
sustainable improved water sources, sanitation facilities and adopt hygiene practices, the WASH outcome of 2017-2021 Country Programme Document is contributed by three well designed outputs: Sustainable WASH in Schools, Sustainable WASH in Communities, and WASH in Emergency and Climate Change Resilience. Elimination of Open Defecation will be one of the priority interventions. The programme will support to implement WASH Policy and Strategies and develop guidelines and manuals. Focus will be given to Provincial Planning. Support will be provided to conduct WASH Bottleneck Analysis which will feed into the Provincial Planning in two selected Provinces. The Sector coordination will be enhanced through the Joint Sector Review (JSR) mechanism. The programme will build community resilience to respond to climate change and natural disasters through Community Based Disaster Risk Reduction (CBDRR), national adaptation programme of action and the national and subnational disaster management plans. Communities, schools and local authorities will be mobilized to raise awareness on water conservation, protection of springs and catchment and climate change resilience.

The programme’s key implementing partner is the Ministry of Health’s National Centre for Environmental Health and Rural Water Supply (referred to as Nam Saat). Other partners are the General Education and Early Childhood Education Departments of the Ministry of Education and Sports, Lao Women’s Union, Ministry of Public Works and Transport, WHO, World Bank, Development Partners and international NGOs.

The volunteer will be supporting WASH programme team in UNICEF Vientiane office. The task will mostly include providing support to the programme for documentation of learning and to ensure this learning is readily available for country office to use to improve programming.

**Sustainable Development Goals**

6. Clean water and Sanitation

**Task description**

Under the direct supervision of Chief of WASH and Climate Change Resilience Programme responsible for implementation of WASH programme as part of the Country Programme 2017-2021, the UN volunteer will undertake the following tasks:

- Support the WASH team to review and analyze available data and information from reports, surveys and evaluations, and prepare programme briefs for advocacy and strategic direction of WASH sector in Lao PDR.

- Support the WASH programme to document lessons learned, best practices and innovations on key topics for dissemination through regional and global channels, publication or other channels.

- Support the establishment and functioning of informal WASH sector development partners’ group. Support the programme to develop visibility products in collaboration with Communication Section in the country office. Under the guidance of the Chief of WASH programme, prepare concept notes, donor proposals and donor reports.
Build and maintain a repository of knowledge products for WASH, including studies, field notes, lessons learned and best practices.

Support to WASH team to generate and conceptualize innovative ideas for WASH Programme implementation and monitoring.

Conduct field visit to monitor the progress.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV’s Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

**Results/Expected Outputs**

WASH programme has strong data available for advocacy and strategic direction.

- Functional informal WASH Sector development partners’ group

  - New communication materials developed with improvement in existing materials.
  - EMIS and Situation Analysis are used for effective WASH programming and resource mobilization.
  - Quality inputs are provided for the utilization of the WASH evidence materials in Lao PDR.
  - A repository of WASH data and information established

  - A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

**Qualifications/Requirements**
Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments

University degree in Social Sciences, Water and Sanitation Engineering, Statistics, Knowledge and Information Management or Communication,

A minimum two years of progressively responsible professional work experience in communication, information and/or knowledge management or relevant field;

Prior experience with knowledge management, network support and information sharing

Ability to conceptualize, innovate, plan and execute ideas as well as transfer knowledge and skills. Experience of working within UNICEF or other UN entities is an asset;

Excellent writing and editing skills in English is required.

Ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization

Required experience
24 months

Experience Remark

Overall, UNICEF is looking for someone with excellent analytical and writing skills to analyse and compare data, and draft reports for donors and other units.

Language Skills
- English (Mandatory), Level - Fluent

Area of Expertise
- Water, sanitation and environmental engineering Mandatory
- Water quality control Optional
- Knowledge management, archiving and documentation Optional

Area of Expertise Requirement

Need Driving Licence
No

Competencies & Values
- Communication
- Knowledge Sharing
- Planning and Organizing

Conditions of Service and other information
Conditions of Service for International Specialist:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,631. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.
Supervision, induction and duty of care of UN Volunteers

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;

- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;

- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;

- Access to shared host entity corporate knowledge, training and learning;

- Inclusion of the volunteer in emergency procedures such as evacuations;

- Leave management;

- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

Application Code LAOR000502-4091

Application procedure

* Not yet registered in the UNV Talent Pool?
Please first register your profile at https://vmam.unv.org/candidate/signup. Important: After creating your account, complete all sections of your profile and submit it. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?
Please first update your profile at https://vmam.unv.org/candidate/profile. Then go to ‘My Page’ at
https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

Application deadline: 19 March 2019

Disclaimer
United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.