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| **Water, Sanitation and Hygiene (WASH)**  **Location:** Fiji  **Duration:** Initially 6 months with possible extension | | | | |
| **Internship Title:**  WASH Knowledge Management Intern | | **Requesting Section/Hiring Manager:**  WASH Chief/WASH Specialist, Suva, Fiji | | **Duty Station:**  Home Based  Office Based |
| **Background and Purpose of Activity/Assignment:**  UNICEF Pacific is a multi-country office with mandate for 14 Pacific island countries, based in Fiji and with field offices in Vanuatu, Kiribati and the Solomon Islands. Our mission and mandate is to promote the rights and wellbeing of every child in the Pacific, in everything we do. Together with our partners in Cook Islands, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, Niue, Palau, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, we translate this commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere.  The UNICEF Pacific Water, Sanitation and Hygiene (WASH) programme as an integral part of the Pacific Multi Country Programme helps to ensure that the right of all children to a safe and clean environment both in times of stability and during crisis. The overall aim of the WASH programme is that “All Pacific children and their families, particularly the most vulnerable, are accessing adequate, equitable, affordable drinking water, sanitation and hygiene”. The programme aligns with 14 Pacific Island’s government priorities and plans for improving access to water and sanitation. The programme covers 14 countries and territories which are home to 2.45 million people, living on more than 660 islands and atolls stretching across 17.2 million square kilometers of the Pacific Ocean.  Significant data and evidence gaps for driving policies, advocacy and strategies and the lack of targeted evidence-based knowledge products to inform individuals, government, the private sector and CSOs on technical, financial and service options are some of the challenges in WASH. With the ambitious new WASH targets within the Sustainable Development Goals, the process of knowledge development and dissemination is considered vital for UNICEF to define and implement an effective WASH programme across the Pacific Island countries.  The UNICEF Pacific WASH programme is seeking additional human resources support to ensure knowledge captured through WASH programming is retained and shared effectively as part of our knowledge management. The main objectives of the JPO’s work will be to (a) support coordination and management of the global KM team; (b) development of cutting-edge knowledge products; and (c) dissemination of new knowledge into country programmes. | | | | |
| **Scope of Work:**   1. **Innovation, knowledge management and capacity building**  * Support management of available information on national statistics and key indicators through shared data systems and [UNICEF data](https://sdmx.data.unicef.org/overview.html) * Provide ongoing support to improve SharePoint document library management and document filing. * Contribute and support innovative approaches to improve knowledge sharing, transferring and dissemination. * Support development of case studies, field notes and other knowledge products to document UNICEF work and lessons learned * Facilitate the publication of knowledge products (field notes, technical papers, learning series) based on country initiatives and needs. * Support exchanges, including though regular updates of SharePoint sites, promote sharing including in regional and country learning events including ensuring wide dissemination of new knowledge to UNICEF staff, donors and partners * Undertake quarterly monitoring of WASH Pacific KM strategy implementation, including gender dimensions (Women in WASH initiative), contribution to annual reporting and drawing lessons learned for improving future KM practice  1. **Support effective and efficient management of internal UNICEF reporting**  * Contribute to UN Pacific Strategy ([UNPS](https://unsdg.un.org/resources/united-nations-pacific-strategy-2018-2022)), Joint Country Action Plans (JCAPs) and other related planning processes to ensure that UNICEF contributions towards UN-wide results are clearly articulated * Support WASH sections and field offices in the preparation, review, and timely submission of annual internal reporting requirements * Support preparation of sectoral progress reports for management, donors, and partners * Explore and strengthen remote monitoring initiatives and opportunities, including analysis of monitoring data, data visualization and use. * Collect and compile UNICEF programme results data and support dissemination platforms including through a dedicated SharePoint  1. **Support effective and efficient management of WASH partnerships with civil society organizations**  * Participate in Harmonized Approach to Cash Transfer ([HACT](https://agora.unicef.org/course/info.php?id=1312)) training, planning and discussions. Support the development and completion of HACT plans through research, collection, analysis and reporting of related information/data to facilitate planning and priority setting for HACT activities. * Review assessments and programme assurance reports to identify areas of weaknesses related to the implementation of HACT and keep supervisor/partners informed of findings for timely action and/or intervention. * Ensure UNICEF [Etools](https://etools.unicef.org/landing/) system to track partnerships is kept up to date. Contribute to the development and monitoring of the system including for escalation of issues identified through assurance activities. | | | | |
| **Start Date:**  Latest 1st January 2023 | **End Date:**  June 2023 | | **Number of Days (working)**  6 months with a possibility for further extension | |

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| **Work Assignment Overview** | | |
| Tasks/Milestone: | Deliverables/Outputs: |  | |
| Familiarize with UNICEF systems, undertake mandatory courses and review Etools/HACT status for WASH section | *Monthly report*  *HACT plan for WASH section* | |
| Review internal Sharepoint site and propose strategic changes | Monthly report  Updated SharePoint site | |
| Undertake key activities as outlines under Scope of Works:   1. *Innovation, knowledge management and capacity building,* 2. *Support effective and efficient management of internal UNICEF reporting and* 3. *Support effective and efficient management of WASH partnerships with civil society organisations*   Develop at least 2 Knowledge (management) products | Monthly report  2 KM products  Updated SharePoint site | |
| * Undertake key activities as outlines under Scope of Works – as per above * Develop external SharePoint site to host WASH KM products | Monthly report  Updated SharePoint site | |
| * Undertake key activities as outlines under Scope of Works – as per above * Develop at least 2 Knowledge (management) products | Monthly report  2 KM products  Updated SharePoint site | |
| * Undertake key activities as outlines under Scope of Works – as per above * Develop at least 2 Knowledge (management) products | Monthly report  2 KM products  Updated SharePoint site | |
| **Minimum Qualifications required: Knowledge/Expertise/Skills required:**  Bachelors  Masters  PhD  Other   * Be enrolled in an undergraduate, graduate or Ph.D. degree programme or have graduated within the past two years. - Applicants must be at least 18 years old. * Be proficient in at least one of UNICEF's working languages: English, French or Spanish. Fluency in the working language of the office you are applying to is required. * Have excellent academic performance as demonstrated by recent university or institution records. * Have no immediate relatives (e.g. father, mother, brother, sister) working in any UNICEF office; and * Have no other relatives in the line of authority which the intern will report to. * Individuals must demonstrate excellent academic performance through recent university or institution records. * Additional consideration will be given for any past experience.   Advantageous:   * Knowledge of Project Management, especially of the Monitoring and Evaluation phase; * Proficiency in using computer applications (database, word processing, spreadsheet, presentations, project planning, e-mail, graphics etc.) is a must. * Relevant work experience | | |
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