



UNITED NATIONS CHILDREN'S FUND  
GENERIC JOB PROFILE (GJP)

## I. Post Information

Job Title: **Health Manager**  
Supervisor Title/ Level: **Chief Health, D1**  
Organizational Unit: **Programme**  
Post Location: **Country Office**

Job Level: **Level 4**  
Job Profile No.: **533925**  
CCOG Code: **1103n**  
Functional Code: **HEA**  
Job Classification Level: **Level 4**

## II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

### Job organizational context:

The Health Manager GJP is to be used in a large Country Office (CO) where the Representative is at the **D2/D1** level and the Health Programme is a component of the Country Programme (or UNDAF).

### Purpose for the job:

The Health Manager reports **to the Chief of Health** for general guidance and supervision. S/He provide high level program and policy guidance and leadership in strengthening UNICEF DRC's response to health emergencies during outbreaks, natural disasters and conflicts. S/He collaborate closely with Immunization Senior Manager during response on vaccine preventable diseases outbreaks (Measles, Yellow Fever, Polio etc.) and cholera prevention and response (in collaboration with the other sections) as well as on complex emergencies in conflict affected countries. In consultation with the RO, the position will be responsible for supporting implementation of high impact health interventions in acute and chronic emergencies as outlined in UNICEF's Core Corporate Commitments in Emergencies (CCC) and other relevant technical guidelines. The emergency health Manager will be supervised by the Chief Health and work closely with Senior Immunization Manager, the field offices, WCARO and HQ emergency

technical team.

S/He provides technical guidance and operational support throughout the programming process to facilitate the achievement of concrete and sustainable results, according to plans, allocation, results based-management approaches and methodology (RBM), organizational Strategic Plans and goals, standards of performance, and accountability framework.

### **III. Key function, accountabilities and related duties/tasks**

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

- 1. Programme development and planning**
- 2. Programme management, monitoring and delivery of results**
- 3. Advisory services and technical support**
- 4. Advocacy, networking and partnership building**
- 5. Innovation, knowledge management and capacity building**

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

- Under the overall guidance of the Chief Health, provide technical, policy and programming support to Field Offices, Ministry of Health and other collaborating partners in health emergencies and cholera response. Staff member will specifically:
  - Support preparedness, response to specific disease outbreaks. This includes integration of high-quality health response in overall emergency response, and support to design responses that contribute to health systems strengthening.
  - Support the development of health components in UNICEF-supported Rapid Response Mechanisms (RRM) where relevant.
  - Provide frequent summary updates on health emergencies in collaboration with the Emergency Section, or when needed.
  - Support resource mobilization in Health in Emergencies
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- Plan and provide technical support and guidance for the preparation, design and updating of the situation analysis to establish a comprehensive and updated strategic plan for development, design and management of health related programmes. Keep abreast of development trends to enhance programme management, efficiency and delivery.
- Prepare, coordinate and/or supervise the formulation of health programme recommendations and related documentations as a component of the Country Programme, establishing clear programme goals, objectives, strategies, and results based on results-based planning terminology and methodology (RBM).
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- Consult and collaborate with colleagues and partners to provide technical and operational support on programme planning, management and implementation, and to ensure integration, coherence and harmonization of programmes/projects with other UNICEF sectors throughout all stages of programming processes.

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

- Plan and/or collaborate with internal and external partners to establish monitoring benchmarks, performance indicators, and other UNICEF/UN system indicators and measurements to assess and strengthen performance accountability, coherence and delivery of concrete and sustainable results for the assigned sector in health programmes.
- Contribute to the development and dissemination of UNICEF policies, standards and guidelines for health in emergencies. This includes development/update of the Office strategy and plan for Emergencies in Health, dissemination of standards, guidance documents and policies on health emergencies, and participation in missions including joint missions with UN agencies and donors as appropriate to provide on the ground support to countries in emergency situations.
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- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with the government and other counterparts to assess progress and to determine required action/interventions to achieve results.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths and/or weaknesses in programme management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor programmes/projects through field visits, surveys and/or exchange of information with partners/stakeholders to assess progress, identify bottlenecks, potential problems and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Plan, monitor and verify the optimum and appropriate use of sectoral programme resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity, ensuring timely reporting and liquidation of resources.
- Prepare regular and mandated programme/project reports for management, donors and partners to keep them informed of programme progress.
- Carry out any other duties that may be assigned by the Chief Health and the management from time to time.
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## **3. Advisory services and technical support**

- Support Field Offices, MOH and partners to develop and implement health emergency preparedness and response plans and ensure that the responses implemented are of highest possible quality and adapted to the context.
- In collaboration with supply division, provide technical advice and other support to ensure that enough health-related supplies are available in health emergencies and broader humanitarian situations
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- Collaborate and consult with key government officials, NGO partners, UN system partners and other country office partners/donors on policies, strategies, best practices, and approaches on health-related issues to support programme development planning,

management, implementation, and delivery of results.

- Participate in strategic programme discussions and planning to provide technical advice and to contribute to policy discussions and agenda setting to promote health and development issues especially in the areas of gender, emergency preparedness, maternal and neonatal health, and child survival and development.
- Prepare policy papers, briefs and other strategic programme materials for management use, information and/or consideration.
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#### **4. Advocacy, networking and partnership building**

- Work with HQ and WCARO technical health teams and other key sectors to coordinate technical support to field offices, MOH and implementing partners as required. This includes active participation in working team, Emergency technical team and Emergency Management Team
- Build and sustain effective close working partnerships with health sector government counterparts, national stakeholders, as well as global partners, allies, donors, and academia. Through active networking, advocacy and effective communication, build capacity and exchange knowledge and expertise to facilitate the achievement of programme goals on child rights, social justice and equity.
- Maintain highest level of contacts and active collaboration with relevant global and regional partners to coordinate activities to leverage technical and financial resources for health emergencies. This includes active participation in regional health emergency-related working groups' periodic meetings. Staff member will also provide technical inputs in the drafting of regional and other project sheets, HNOs (Humanitarian Needs Overview) and SRPs (Strategic Response Plans) in line with the UN transformative agenda
- Prepare communication and information materials for CO programme advocacy to promote awareness, establish partnerships/alliances, and support fund raising for health programmes (maternal, neonatal and child survival and development).
- Represent UNICEF DRC office in relevant meetings at global, regional and national levels to ensure that UNICEF perspectives are adequately represented in relevant strategies and frameworks related to health emergencies.
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#### **5. Innovation, knowledge management and capacity building**

- Promote critical thinking, innovative approaches and good practices for sustainable health programmes/projects initiatives.
- Keep abreast, research, benchmark, and implement best and cutting-edge practices in health management and information systems. Institutionalize and share best practices and knowledge learned.
- Contribute to the development of policies and procedures and introduce innovation and best practices to ensure optimum efficiency and efficacy of sustainable programmes and projects.
- Lead, plan and implement capacity building initiatives to enhance the competencies of stakeholders to promote sustainable results on health related programmes/projects.

## IV. Impact of Results

The efficiency and efficacy of support provided by the Health Manager to programme preparation, planning and implementation facilitates the delivery of concrete and sustainable results that directly impact the improvement of the health emergency of the most marginalized and vulnerable women and children in the country. This in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to continue to provide programme services to protect the rights of children, and to promote greater social equality to enable them to survive, develop and reach their full potential in society.

## V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

### Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

### Core Competencies

- Nurtures, Leads and Manages People (2)
- Demonstrates Self Awareness and Ethical Awareness (3)
- Works Collaboratively with others (3)
- Builds and Maintains Partnerships (3)
- Innovates and Embraces Change (3)
- Thinks and Acts Strategically (3)
- Drives to achieve impactful results (3)
- Manages ambiguity and complexity (3)

### Functional Competencies

- Analyzing (3)
- Deciding and Initiating action (2)
- Applying technical expertise (3)

## VI. Recruitment Qualifications

Education:	•An advanced university degree (Master's or higher) in Medicine and advanced (post graduate) degree in public health Desirable: Training in management
Experience:	A minimum of eight (8) years of relevant professional experience in planning, managing and implementing health emergency programs with either the UN , International

	<p>Organizations, and/or NGO at national and international level including field experience and demonstrated professional achievements in Africa; Knowledge and experience with operational and action research findings to meet the needs of programs in low- and middle income countries.</p> <p>Familiarity with humanitarian principles, policies and response actions</p> <p>Familiarity with UNICEF emergency policies, financial, supply and administrative rules</p> <p>Experience should include coordination and strategic partnerships, risk assessments, planning, programming, implementation, monitoring and evaluation of public health emergency programs within epidemiology and disease control, expertise mainly in: epidemic prone diarrheal diseases, viral hemorrhagic diseases; vaccine preventable diseases. Knowledge of the International Health Regulations (IHR) 2005 framework and its implementation in member states</p> <p>Experience working in a developing country is considered as an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
<p>Language Requirements:</p>	<p>Fluency in French and English are required. Knowledge of another official UN language or local language of the duty station is considered as an asset.</p>