

TA Requisition/TOR Form

(FOR Temporary Appointments)

UNICEF-Cameroon: TERMS OF REFERENCE (TOR)
Job Title and Level: Immunization Officer -NO1
Section: Health/HIV & AIDS
Duration: 364 days.
Duty Station: Bertoua,
<p>1. Purpose of Assignment & Justification:</p> <p>Provides professional technical assistance to project design, planning, implementation, monitoring, evaluation, and administration of Immunization (EPI) programme/project activities, including data analysis, programme support, delivery, progress reporting, and commitment for expansion of immunization coverage, as well as enhancement of teamwork and capacity building, in support of the achievement of planned objectives of the work plan, aligned with country programme goals, objectives, and strategy.</p>
2. Indicative assignment dates: 01 September 2024 to 31 September 2025
3. Supervisor: Chief of Field Office Bertoua
<p>4. Major duties and responsibilities: Fill in here key responsibilities</p> <ul style="list-style-type: none"> • Accurate, complete, and up-to-date programme/project management information is available for effective budget preparation, programme/project design, implementation, management, and evaluation. • Project efficiency, effectiveness, and vaccination coverage are enhanced through effective implementation follow-on. • Progress reports and project work plans are timely prepared, and effective technical support is provided in the drafting of donor, annual and other reports/project documentation related to EPI. • Appropriateness and completeness of financial and supply documentation and adherence to established allotments are ensured. • The capacities of Country Office staff and teamwork are strengthened through effective capacity-building activities in developing, implementing, and managing the Immunization Programme. • Knowledge sharing with donors and media is promoted. • Effective communication, networking and collaboration are achieved with an internal and external part <p>KEY ACCOUNTABILITIES and DUTIES & TASKS</p> <p>Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key results.</p> <p>Accurate, complete, and up-to-date programme/project management information is available for effective budget preparation, programme/project design, implementation, management and evaluation.</p> <p>Ensures the availability of accurate, complete, and up-to-date information required for effective Immunization programme and project design, implementation, management, monitoring, and</p>

evaluation. Drafts Immunization programme budgets for review by the supervisor, ensuring accuracy and appropriateness of data and coding. Draft updated project status reports.

Assembles and provides updated data and information on national immunization programme and on financial/administrative status for monitoring, analysis, and analysis. Analyses the programme status and recommends appropriate adjustments as necessary.

2. Project efficiency, effectiveness, and vaccination coverage are enhanced through effective implementation follow-on.

Enhances project efficiency and effectiveness through implementation follow-on, including monitoring UNICEF inputs, local conditions and resources, flow of supply and non-supply assistance, and Immunization project status.

Undertakes field visits to districts and sub-districts for monitoring of project activities and to improve immunization coverage. Prepares reports on the results of the field visits and progress of vaccination coverage.

3. Progress reports and project work plans are timely prepared, and effective technical support is provided in the drafting of donor, annual, and other reports/project documentation related to EPI.

Collects, assembles, and analyses data and information, drafts progress reports; proposes changes in Immunization project work plans and identification of required supplies and equipment. Assists in drafting sections of donor, annual, and other project documentation related to EPI, ensuring accuracy and consistency with established rules, regulations, and action plans.

5. Appropriateness and completeness of financial and supply documentation and adherence to established allotments are ensured.

Monitors flow of supply and non-supply assistance to local authorities. Records supply and non-supply inventory and quarterly updates on cold chain equipment, distribution, and utilization.

Ensures the appropriateness of financial, administrative, and supply documentation; verifies that Immunization project expenditures are within allotments and that data is consistent with the project information and database (e.g., FLS, ProMS). Follow up on queries or initiate corrective action on discrepancies.

6. The capacities of Country Office staff and teamwork are strengthened through effective capacity-building activities in developing, implementing, and managing the Immunization Programme.

Supports a staff training/development programme to upgrade the capacity of the Country Office staff in the programme development, implementation, and management of the Immunization Programme. Conducts relevant orientation, workshop, teamwork facilitation, and staff learning/development activities to ensure that vaccination teams (acceleration) are properly trained on the various aspects of EPI; participates in training activities and micro-planning workshops.

6. Knowledge sharing with donors and media is promoted.

Compiles Immunization project implementation training and orientation materials, and shares useful and appropriate information to promote knowledge sharing with donors and media.

7. Effective communication, networking, and collaboration are achieved with internal and external partners.

Ensures effective communication, networking, and working relationships are developed and maintained.

Collaborates with Operations staff to resolve day-to-day issues or discrepancies in financial or supply management.

Works with local government counterparts to exchange detailed information on Immunization

project implementation and status as well as movement and distribution of supplies. Provides technical support in the planning of district EPI micro-plan.

Arranges field visits to project sites for government and other partners, providing necessary information for a briefing on the project. Participates in the study of the project status and evaluation as required.

Liaises with members of the development community, including NGOs, UN, and bilateral agencies in the exchange of information relating to the immunization sector.

6. Qualifications or specialized knowledge/experience/competencies required for the assignment:

a) EDUCATION

University degree in one of the disciplines relevant to the following areas: Social Sciences, Medicine, Health, Public Health, Family Health, Child Development, Nursing, or a field relevant to international development assistance in Immunization and Child Survival & Health Care.

b) WORK EXPERIENCE

One year of relevant professional work experience. Experience working in the UN or other international development organization (for IP). Field work experience (for NO). Experience in knowledge management. Training and experience in social welfare, or Immunization/ health care.

c) LANGUAGES

Fluency in French and basic knowledge in English is required.

Knowledge of another official UN language or a local language is an asset.

d) COMPETENCIES

The UNICEF competencies required for this post are...

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)

Drives to achieve impactful results (1)

Manages ambiguity and complexity (1) are required.

e) TECHNICAL KNOWLEDGE

- Programmatic goals, visions, positions, policies, and strategies for Immunization programmes
- Knowledge of global Immunization issues, specifically relating to children and women, and the current methods and approaches.
- Policies and strategies to address Immunization issues, including those relating to emergencies, conflicts, disasters,

and recovery

7. Submitted by :

Name and Title: Leonard Kouadio, Chief Health/HIV & AIDS

Date: Signature: _____

Name and Title: Mohammed Aly, Chief of Field Office - Bertoua

Date: Signature: _____

Reviewed by: Victoria Martinez, Chief of Field Operations _____

Authorized by: Juliette Haenni, Deputy Representative _____

8. Review & Endorsement:

1) Reviewed by Human Resources:

Mirabelle De Souza

Signature and Date: _____

9. Approved by: Representative:

Nadine Perrault

Signature and Date: _____