

UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

JOB TITLE: Health & Nutrition Manager JOB LEVEL: Level 4 REPORTS TO: Chief, Field Office LOCATION: Aden, Yemen	JOB PROFILE NO.: _____ CCOG CODE: ___ 1I03n _____ FUNCTIONAL CODE: _HNN_____ JOB CLASSIFICATION _____
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PURPOSE OF THE JOB

The incumbent is responsible for the overall management and administration in developing, planning, implementing, monitoring, and evaluating the Health & Nutrition programme in the context of child survival and development within the country programme. Accountable for providing effective technical leadership, management oversight, and programme support to facilitate the application and adaptation of UNICEF policies and strategies to achieve programme goals, including the expansion of UNICEF-assisted Health & Nutrition interventions, and the attainment of the Sustainable Development Goals.

As Head of the Health & Nutrition programme, the incumbent will lead, manage, develop, and support a team of professional and support staff to achieve the strategic goals and objectives of the Health & Nutrition programme.

KEY END-RESULTS

- **Timely and quality sectoral analysis, input, support, and coordination contribute to the Situation Analysis, its periodic update, and all programme documents to formulate effective Health and Nutrition goals, strategy, and project planning and development.**
- **Integrated Health and Nutrition strategies, methodologies, and new approaches are developed and implemented based on a results-based approach within the Human Rights framework through broad participation and collaboration with internal and external partnerships.**
- **Technical support is provided to government and non-government organizations at all stages of the programme cooperation, including capacity building of government personnel and beneficiaries.**
- **Proper programme performance monitoring and evaluation are undertaken to adjust, accelerate, and improve programme delivery. Gender/sex disaggregated data and inputs relevant to the Health and Nutrition programme are provided.**
- **The work plan and objectives are effectively established, performance is managed, and planned results are timely delivered through solid programme management leadership.**
- **The capacities of Country Office staff are strengthened through an effective capacity-building programme in developing, implementing, and managing the Health and Nutrition programme.**
- **UNICEF and Government accountability is ensured for supply and non-supply assistance and disbursement of programme funds for the sector.**

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- **Effective partnership and collaboration are achieved and maintained for advocacy, technical cooperation, programme coordination, information sharing and knowledge networking.**
- **Relevant and strategic information is provided to support the Health & Nutrition Programme through the effective implementation of an integrated programme monitoring system.**
- **All required programme reports are timely prepared in compliance with the established guidelines and procedures.**
- **Emergency preparedness is maintained, and in emergencies, emergency responses with effective coordination is provided.**
- **Other assigned duties and responsibilities are effectively accomplished.**

KEY ACCOUNTABILITIES and DUTIES & TASKS

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key results.

1. Timely and quality sectoral analysis, input, support, and coordination contribute to the Situation Analysis, its periodic update, and all programme documents to formulate effective Health & Nutrition goals, strategy, and project planning and development.

Leads and provides technical support to ensure the timely preparation and completion of the relevant components (e.g., Health, Nutrition, WASH, HIV/AIDS) of the Situational Analysis and its periodic update through accurate monitoring and analysis and timely preparation and finalization of sectoral input. Ensures effective project, sectoral, or inter-sectoral planning, development, and management.

Formulates sectoral programme goals, objectives, and strategies. Supervises preparation of the sectoral inputs to the Country Programme Document and related documents, ensuring coherence of the sectoral programme with National priorities and policies and with the United Nations Development Assistance Framework (UNDAF).

2. Integrated Health & Nutrition strategies, methodologies, and innovative approaches are developed and implemented based on a results-based approach and Human Rights framework through broad participation and collaboration with internal and external partnerships.

As a member of the management team, ensures the integration of the sectoral programme with other UNICEF sectors in all stages of the programming process. Maintains close working relationships with other UNICEF sectors, particularly Health, Nutrition, Child Survival & Development (CSD), HIV/AIDS, and WASH, and programme communication to ensure integration of the Health & Nutrition programme with other sectors.

Takes the lead in formulating and developing Health & Nutrition goals, strategies, and approaches for the UNICEF plan of cooperation.

Participates with UNICEF, government, donors and other partners in developing integrated strategies, methodologies and identification of innovative approaches for improving programme delivery, with emphasis on advocacy, community participation and social mobilization based on the Human Rights framework and cross sector approach to Programming and Community Capacity Development.

Monitors latest Health & Nutrition developments at the international, regional, and national

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levels; identifies/develops new methodologies and approaches for managing and improving programme effectiveness and efficiency of delivery.

Facilitates and promotes active and participatory partnerships with key stakeholders (Government, other UN agencies, NGOs, bilateral agencies, donors, and national and international academic institutions) for collaboration at various stages of Health and nutrition programme design and implementation.

3. Technical support is provided to government and non-government organizations at all stages of the programme cooperation, including capacity building of government personnel and beneficiaries.

Provides technical support to government and non-government organizations at the national and provincial levels in the planning, development, and implementation stages of programmes/projects. Plans organizes and conducts training and orientation activities for government personnel and beneficiaries to build institutional capacity and expand service coverage.

4. Monitoring and evaluation of programme performance are properly undertaken for adjustment, acceleration, and improvement of program delivery.

In collaboration with other colleagues, establish effective information and reporting systems to monitor and evaluate the impact of the Health & Nutrition programme and achievement of targeted goals.

Undertakes field visits to monitor and evaluate project implementation. Participates in quarterly and annual reviews and planning meetings on the country programme to assess and evaluate programme effectiveness, identifying problems and adopting remedial measures to accelerate/improve programme delivery. [Support maintenance of information system for monitoring gender/sex disaggregated data.](#)

5. Work plan and objectives are effectively established, performance is managed, and planned results are timely delivered through strong programme management leadership.

As head of the Health & Nutrition group, the incumbent takes primary responsibility for developing the results-based sectoral work plan and for managerial oversight and implementation of sectoral project activity consistent with the defined project strategies and approaches.

Ensures that objectives and targets are met and achieved in a timely manner by providing advice, guidance, oversight, coordination, and support to professional and support staff.

6. Effective capacity-building programmes strengthen the capacities of Country Office staff in developing, implementing, and managing the Health & Nutrition programme.

Plans and organizes a staff training/development programme with Regional and HQ Advisers to upgrade the capacity of UNICEF Country Office staff, enabling them to progressively engage in and lead in the programme development, implementation, and management of the Health & Nutrition programme. Oversees relevant orientation, workshops, training, and staff learning/development activities.

7. UNICEF and Government accountability is ensured for supply and non-supply assistance and disbursement of programme funds for the sector.

Coordinates with Operations and Supply staff on supply and non-supply assistance activities, ensuring UNICEF and Government accountability. Certifies disbursements of funds, ensuring those activities are within established plans of action and programme budget allotments. Monitors the overall allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored, and liquidated. Takes appropriate actions to optimize the use of programme funds.

Ensures programme efficiency and delivery through a rigorous and transparent approach to programme planning, monitoring and evaluation. Submits financial status reports to

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management in compliance with the regulations and guidelines.

8. Effective partnership and collaboration are achieved and maintained to advance advocacy, technical cooperation, programme coordination, information sharing, and knowledge networking.

Makes a substantive contribution to technical cooperation, programme coordination, and advocacy in the areas of Health of and nutrition, ensuring knowledge networking and sharing of experience with other programmes to identify new strategies and approaches to improve the delivery of programme results and promote effective advocacy.

Participates in establishing effective monitoring, knowledge database/network, and reporting systems to ensure the availability of current and accurate programme information/data and contributes to the development of communication materials and strategies to support advocacy and community participation.

Maintains close working relationships and forges partnership and collaboration with external counterparts, including those of the UN and national partners, to improve the ability to collect and disseminate relevant data and exchange information on programme/project development and implementation. Ensures exchange of knowledge, information, experience, and lessons learned.

9. The most relevant and strategic information is provided to support the Health & Nutrition Programme by effectively implementing an integrated programme monitoring system.

In collaboration with monitoring and evaluation and program communication colleagues, conducts accurate and timely monitoring and data collection, and supports an integrated programme monitoring system.

Provides technical support to ensure that a set of programme performance indicators is identified and adjusted as necessary. Coordinates with partners to ensure that monitoring systems are appropriately designed and that data collection and analysis from field visits are coordinated and standardized across programmes to feed into programme performance monitoring.

Participates in major evaluation exercises, programme mid-term review, annual sector review and preview meetings. Analyses and evaluates data to ensure achievement of objectives and recommends corrective measures as appropriate.

Drawing on monitoring and analysis of key program performance and management indicators provides expert input to management reports, including relevant sections of the annual reports. Provides technical advice to programme staff, government counterparts, and other partners on planning and management of integrated monitoring and evaluation as appropriate.

10. All required programme reports are timely prepared in compliance with the established guidelines and procedures.

Oversees and ensures the timely preparation of annual sector status reports in compliance with the established guidelines and procedures. Makes technical contributions to the preparation of all programmes reports for management, Board, donors, budget reviews, programme analysis, annual reports, and provides guidance and assistance in programme-related reporting.

11. Emergency preparedness is maintained, and in emergencies, emergency responses with effective coordination is provided.

Collaborates in forming emergency preparedness plans relevant to Health & Nutrition. In case of emergency, participates in monitoring and assessing the nature and extent of the emergency in the assigned area. Coordinates and assists the Country Office in identifying where support is required in terms of immediate response as well as long-term strategy and plan.

12. Other assigned duties and responsibilities are effectively accomplished.

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Assumes any other duties and responsibilities assigned as appropriate to the purpose of this post and delivers the results as required.

JOB GRADE FACTORS ¹

P4/NOD - **Typically**, as head of a sectoral section, provides technical leadership, guidance and direction for sectoral/inter-sectoral programme development, design, planning, implementation, and management within a small to medium-sized country office structure.

- Holds primary responsibility for formulating sectoral programme objectives and developing strategies and introducing new approaches. The job requires exceptional competency in technical leadership and programme management.
- Holds shared responsibility for strategic recommendations and decisions on situation analysis, programme/project planning, implementation, and evaluation, as well as administrative decision-making in the use of funds and management of human resources, with significant impact on sectoral projects.
- Assumes primary responsibility for effective management of the sectoral section, including oversight/supervision of teams of project staff, financial accountability of funds, and human resource management and development. The job requires strong competencies in planning, team leadership, and **resource management**.

QUALIFICATION and COMPETENCIES [] indicates the level of proficiency required for the job)

1. Education

¹ The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders' relations, impact of decisions, actions and consequences, and leadership roles.

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Advanced university degree in Public Health and Nutrition (preferably with specialized training in public health and nutrition planning, health and nutrition education, health care system management, HIV/AIDS prevention, immunization, or epidemiology), Child Development, Social Policy, Social Development, Community Development, or other relevant disciplines.

2. **Work Experience**

Eight years of professional work experience at the national and international levels in planning, programming, implementation monitoring, and evaluation of health and nutrition programmes relevant to child survival, health & nutrition care. Professional work experience in a managerial position or a technical expert in health, nutrition, and child survival & health care.

Developing country work experience (for IP) or field work experience (for NO)

Background/familiarity with Emergency.

3. **Language Proficiency**

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian, or Spanish) or a local language is an asset.

4. **UNICEF values and competency Required (based on the updated Framework)**

i) **Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) **Core Competencies (For Staff with Supervisory Responsibilities) ***

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

or

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Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)

*The 7 core competencies apply to all employees. However, the competency of Nurtures, Leads, and Managers applies only to staff who supervise others.

5. Technical Knowledge² []

a) Specific Technical Knowledge Required (for the job) []

(Technical knowledge requirements specific to the job can be added here as required.)

- Expert knowledge of the technical areas of UNICEF programmes (e.g., PMTCT, HIV/AIDS, malaria, WASH, EPI)
- Expert technical leadership and knowledge of theories, principles, and methods in the

combination of a number of fields of the following:

Public Health & Nutrition, International Health & Nutrition, Public Health & Nutrition Policy and Management, Child-Neonatal and Maternal Health & Nutrition Care, Family and Community Health & Nutrition, Health & Nutrition System Management, Public Health & Nutrition Preparedness, Health & Nutrition Emergency Preparedness, Nutritional Epidemiology, Nutrition Research, Health & Nutrition Education, Health & Nutrition Promotion and Disease Prevention, Educational Interventions in Health & Nutritional Care.

b) Common Technical Knowledge Required (for the job group) []

Knowledge of theories and practices in:

- Child and Maternal Nutrition and Health
- Nutrition and Health Promotion and Disease Prevention
- Public Health and Nutrition
- Educational Interventions in Health and Nutrition Care
- Environmental Health and Nutrition
- Knowledge Management
- Computer software application, including word processing, spreadsheet, and corporate

² Reference to UNICEF and/or UN in terms of technical knowledge requirements (a and b above) are applicable only to those who are or have been the staff members of UNICEF or the UN common system.

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software packages

General knowledge of:

- Methodology of programme/project management
- Programmatic goals, visions, positions, policies, and strategies in Health & Nutrition
- Knowledge of global health and nutrition issues, specifically relating to children and women, and the current trends, methods, and approaches.
- Policies and strategies to address national and global health and nutrition issues, particularly relating to conflicts, natural disasters, and recovery.
- Emergency programme policies, goals, strategies and approaches.
- Gender equality and diversity awareness

c) **Technical Knowledge to be Acquired/Enhanced** (for the Job) []

- Knowledge of the latest developments and technology in related fields.
- Knowledge of local conditions and country legislation relevant to UNICEF programmes
- UN policies and strategies to address international humanitarian issues and their responses.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines.
- UNICEF policies and strategies promoting and supporting gender equality and diversity