

**UNICEF Mexico Country Office  
Temporary Appointment  
Terms of Reference [TOR]**

<b>Post Title</b>	<b>Health Officer</b>	<b>Post Level</b>	NO-2
<b>Supervisor's title</b>	Chief of Nutrition	<b>Supervisor's Level</b>	P-4
<b>Contract duration</b>	364 days	<b>Duty Station</b>	Mexico City, Mexico

**JOB ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB**

**Job organizational context:** UNICEF Mexico country programme is expanding its health component, with the purpose of supporting the Ministry of Health at the federal and state levels in reinforcing maternal, infant and child health and nutrition services. The Government of Mexico is in the process of a health sector reform, to ensure universal access to health services and quality for all the population. As part of its country programme, UNICEF is committed to supporting the Government of Mexico in this important process to ensure that the needs of children are adequately addressed, and that maternal, infant and child health services are strengthened.

**Purpose for the job:** The Health Officer (NO-2) reports to the Chief of Nutrition (P-4). The Health Officer provides professional technical, operational and administrative assistance throughout the programming process for the Nutrition and Health Programme within the Country Programme. The Health Officer is primarily responsible for providing technical support to the Ministry of Health in the context of the ongoing health system reform. The Health Officer shall provide adequate insights, technical assistance and recommendations to ensure that the needs of children and their mothers are adequately addressed, towards universal and quality primary health care. **Specifically, the Health Officer shall provide technical assistance in maternal and neonatal health, child health (with a special focus on vaccination and supply chain strengthening), adolescent health, sexual and reproductive health, mental health and environmental health.**

For more information related to the work of our office in Mexico, please visit our website: [UNICEF Mexico](#), the video of our amazing results in 2023: [A good six-year term for children: Un buen sexenio para la niñez](#) or read our [Annual Report 2023: Informe Anual 2023 UNICEF México](#).

**KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS**

**1. Support to programme development and planning**

- Support and provide technical inputs for the development process of the next UNICEF Country Programme Document (CPD) 2026-2030 in Mexico.
- Support the new authorities of the Government of Mexico at national and subnational levels to develop development plans.
- Update the situation analysis for the development and management of the health programme.
- Contribute to the development and establishment of sectoral programme goals and strategies for the areas of **maternal and neonatal health, child health (with a special focus on vaccination and**

**supply chain strengthening), adolescent health, sexual and reproductive health, mental health and environmental health.**

- Support the development of the Annual Work Plan for the health programme in Mexico Country Office.

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

- Work closely with colleagues, partners and Government counterparts to align UNICEF programme with national priorities and strengthen public policies.
- Implement, monitor and report UNICEF programme resources in compliance with approved allocation and goals, and with organizational rules, regulations and procedures.
- 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.
- Lead the coordination and partnership with implementing partners for the implementation of the health programme
- Supervise the health associates and assistants that work in the health programme, including four United Nations Volunteers (UNVs)
- Prepare regular and mandated programme/project reports for management, donors and partners to keep them informed of programme progress.

**3. Technical and operational support to programme implementation**

- Conduct regular programme field visits to assess progress and provide technical support.
- Provide technical and operational support to government, implementing partners and other counterparts in the process of strengthening the development, implementation and monitoring of priority public policies and programmes.
- Support the drafting of policy papers, briefs and other strategic programme materials for management use, information and consideration
- Participate in emergency preparedness initiatives for programme development, contingency planning and/or to respond to emergencies in country and participate in the health cluster and other emergency platforms for health.

**4. Networking and partnership building**

- Build and sustain effective close working partnerships with health sector government counterparts at federal and states level, and national stakeholders
- Actively share information and knowledge to enhance programme implementation and build capacity of stakeholders to deliver concrete and sustainable results.
- Prepare communication and information materials for country office programme advocacy to promote awareness, establish partnerships/alliances, and support fund raising for health programmes
- Collaborate with other UN partners on planning and preparation of health programmes and projects, ensuring organizational position, interests and priorities are fully considered.

**5. Innovation, knowledge management and capacity building**

- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.
- Participate in and support research studies and analyses carried out within the health programme

- Organize and implement capacity building initiatives to enhance the competencies of stakeholders and implementing partners in the area of health

#### DELIVERABLES / OUTPUT

- ☐ Provide inputs for the new CPD assuring the inclusion of results for the health programme and support the design and monitoring of the annual work plan
- ☐ Technical assistance to government authorities for the development of health components of the National and Statal Development plans
- ☐ Provide timely and quality technical support to the Ministry of Health to strengthen maternal, neonatal, infant, child and adolescent health services, as well as mental and environmental health.
- ☐ Direct technical support to health authorities at the state’s level (in selected priority states) in the delivery of maternal, neonatal, infant, child and adolescent health services.
- ☐ Contribute to programme management: planning, implementation, monitoring and reporting of health programme activities and results.
- ☐ Development of funding proposals for the health programme.
- ☐ Provide technical support and guidance for the implementation of research studies and analyses relevant to the programme.
- ☐ Provide timely and quality technical support for the adequate and timely implementation of health interventions directed at children on the move (such as Vamos Juntos).

#### REQUIRED QUALIFICATIONS

<b>Education</b>	A university degree (Bachelor’s Degree) is required, preferably in one of the following fields: public health, medicine, pediatric health, family health, health research, global/international health, health policy and/or management, environmental health sciences, biostatistics, socio-medical, health education, epidemiology, or another relevant technical field.
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of two (2) years of professional experience in one or more of the following areas is required: public health planning and management, maternal and/or neonatal health care programmes/projects.</li> <li>• Experience working in relation to public health policies in Mexico is considered an important asset.</li> <li>• Relevant experience in the Government or in the UN system is considered an asset.</li> <li>• Developing country work experience and/or familiarity with emergencies will be an advantage.</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>• Fluency in Spanish is required</li> <li>• Proficiency in English is required, but complete fluency is preferred.</li> </ul>

**UNICEF VALUES AND COMPETENCY REQUIRED (BASED ON THE UPDATED FRAMEWORK)**

Core values of care, respect, integrity, trust, accountability and sustainability (CRITAS).

UNICEF competencies required for this post are:

(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3) Drive to achieve results for impact (4) Innovates and embraces change (5) Manages ambiguity and complexity (6) Thinks and acts strategically (7) Works collaboratively with others **(8) *Nurtures, and, leads and manages people.***

[UNICEF is committed to diversity and inclusion within its workforce](#), and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks, and reasonable accommodation for persons with disabilities. UNICEF strongly encourages the use of flexible working arrangements.

UNICEF has a zero-tolerance policy on conduct incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.