UNITED NATIONS CHILDREN’S FUND
SPECIFIC JOB PROFILE

JOB TITLE: Health & Nutrition Officer (Data Scientist)
SUPERVISOR TITLE/LEVEL: Chief Health & Nutrition P-5, Post No. 21074
ORGANIZATIONAL UNIT: Health & Nutrition
POST LOCATION: Harare, Zimbabwe

JOB LEVEL : NO-2
JOB PROFILE NO.: 111499
CCOG CODE: 103n
FUNCTIONAL CODE: HNN
JOB CLASSIFICATION : NO-2

PURPOSE OF THE JOB
Health & Nutrition
Responsible for monitoring of health and nutrition section country programme and RWP indicators, reporting of ZCO data into UNICEF global databases, data analysis for health and nutrition goals and strategies, including cross-analysis of data across sectors, in order to best inform cross-programming and increased efficiency and actions.

KEY END-RESULTS
1. Leads the knowledge management functions of the health and nutrition programme
2. Accurate information, data analysis, and documentation are timely made available to support situation analysis, reporting and contribution to the development/establishment of sectoral program goals, objectives and strategies and results based.
3. Provides technical leadership in data generation innovations, including generation of early warning data using predictive modelling analytics
4. Project implementation progress data is monitored for adjustment and improvement of program delivery and sustainability. Gender disaggregated data and inputs provided as relevant to the Health & Nutrition programme
5. Provide technical and operational support related to data-analysis to government counterparts, NGO partners UN system partners and other country office partners/donors on analysis and reporting.
6. Emergency preparedness and emergencies’ monitoring are enhanced through close data analysis including on continuity of services.
7. UNICEF is well represented within relevant data/information technical group established by MoHCC
8. Up-to-date program information is monitored, analyzed and synthesized, and reports are prepared and shared with relevant stakeholders as required to support the Health & Nutrition programme.
9. Participation in monitoring and evaluation exercises, program reviews and annual reviews with government and other counterparts to assess programs/projects and to report on required action/interventions at the higher level of program management.
10. Prepare and provide data and information required to track and monitor the health and nutrition section country programme indicators and rolling work plan indicators in time for review meetings, internal reporting requirements, RAM reporting and other UNICEF global data collection exercises
11. Develop communication and information materials for CO program advocacy, awareness promotion, and resource mobilization

12. 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 end-results.

1. **Accurate information, data analysis, and documentation are timely made available to contribute to situation analysis, sectoral input and reporting.**

   Assists the preparation and periodic update of the Situation Analysis by compiling Health & Nutrition data, analysing and evaluating relevant information and providing the technical input in a timely and accurate manner. Drafts chapters, prepares statistical data reports, and assists with preparation of sectoral input to the programme documents as required. Contributes to the consultation and coordination with key partners at all levels.

2. **Technical assistance are provided in the implementation of integrated Health & Nutrition approaches through participation and collaboration with internal and external partners.**

   Provides technical assistance in the integration of the Health & Nutrition programme with other sectors in collaboration with other UNICEF sectors, particularly Health, Nutrition, CSD, HIV/AIDS, WASH, and programme communication. Contributes to build on intersectoral experience and establish partnerships to promote innovative approaches to address immediate and underlying determinants of maternal, newborn and child health and nutrition, recognizing that health and nutrition outcomes are not the results of action in the health and nutrition sectors alone.

   Assists in the design, planning, monitoring and evaluation of the Health & Nutrition programme to be implemented in the locality.

   Supports the improvement of programme delivery with emphasis on sustainability of intervention and community participation based on Human Rights framework and cross sector approach to programming and Community Capacity Development.

3. **Work plan and objectives are effectively implemented, and planned results are timely delivered through technical support and coordination.**

   Assists in the development of the sectoral work plan and technical decisions as well as for administration, implementation and monitoring of sectoral project activities. Analyses data and information, and drafts progress reports; drafts changes in project work plans, as required. Monitors to ensure objectives and targets are timely met and achieved, through effective coordination and collaboration, by participating in a teamwork of professional and support staff. Support maintenance of info system for monitoring gender sex aggregated data.

   Assists in the planning and organizing training/development activities to upgrade the capacity of the Country Office staff as well as government and NGOs in the programme development, implementation and management of Health & Nutrition programme. Assists in identifying training needs and conducts relevant orientation, workshop, training and learning/development activities for the staff as well as for government personnel and beneficiaries, in collaboration with knowledge institutions.

4. **Project efficiency and effectiveness are enhanced through effective implementation follow-up.**

   Provides timely implementation follow-up, including monitoring UNICEF inputs, local conditions and resources, flow of supply and non-supply assistance, and project status to build on project efficiency and effectiveness.

   Assists in identification and selection of Health & Nutrition supplies and equipment. Follows up on delivery of cash assistance and liquidation of advances and proper planning, delivery and use of supply component of the project. Ensures that activities are in accordance with plans of action. Records information on utilization of resources and
5. **Project implementation progress is monitored for adjustment and improvement of program delivery and sustainability. Gender sex aggregated data and inputs provided relevant to the Health & Nutrition programme**

Participates in the field visits to UNICEF project sites for monitoring project activities and local conditions, and follows up with local government counterparts and other partners on project implementation. Assists in identifying necessary action for programme adjustments, acceleration, improvement and sustainability. Assists government counterparts and other partners in the planning and management of Health and Nutrition Programme. Reports to supervisor and/or Head of Office the outcome of programme monitoring and review meetings with Government counterparts and all other relevant partners. Drafts changes in programme work plans as required.

6. **Transparency is ensured for supply and non-supply assistance and disbursement of programme funds for Health & Nutrition.**

Coordinating with Operations and Supply staff on supply and non-supply assistance activities, ensures UNICEF and Government partner and all implementing partners accountability. Liaises with local authorities to ensure timely submission of financial requests and reports. Monitors disbursements of funds, ensuring those activities are within established plans of action and programme budget allotments; and to orientate and train Government and UNICEF implementing partners in UNICEF supply and non-supply policies and procedures. Drafts financial status reports for management as required.

7. **Effective partnership and working relationships are maintained for advocacy, technical coordination, information sharing and knowledge networking.**

Exchanges information and knowledge with other programmes to contribute to achievement of overall country programme objectives. Assists 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 for Health & Nutrition; and to widen partnership with all stakeholder at national, regional, district, community and household levels as well as with funding partners including the private sector in order to accelerate achievement of Health and Nutrition related MDGs goals.

Keeps close contacts with external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate relevant data, exchange information on programme/project development and implementation. Shares knowledge, information, experience and lessons learned.

8. **Up-to-date programme information is kept available and reports prepared to support the Health & Nutrition programme by the effective implementation of integrated monitoring system.**

In consultation with monitoring and evaluation colleagues, conducts accurate and timely monitoring and data collection, and supports an integrated monitoring system, in consultation with all relevant stakeholders.

Assists with partners to ensure that monitoring systems are properly designed, and that data collection and analysis from field visits are coordinated and standardised across programmes to feed into to programme performance monitoring.

Analyses monitoring data, and provides feed-forward or recommends adjustment as appropriate to ensure achievement of programme objectives.

Assists in the timely preparation of annual sector status reports in compliance with the established guidelines and procedures. Assists in the drafting and preparation of programme reports for management, Board, donors, budget reviews, programme analysis, and annual reports, as required.

9. **Emergency preparedness is maintained, and in emergencies, emergency responses are effectively provided.**

Assists in the implementation of emergency preparedness plan relating to Health & Nutrition. In case of emergency, assists in monitoring and assessing the nature and extent of the emergency in the assigned area. Provides assistance to the Country Office as required. In line with the Core Commitments for Children (CCCs) in Humanitarian Action, strengthens partnerships with the Health and Nutrition humanitarian actors within the Inter-Agency Standing Committee (IASC).
10. Continuity of essential services during hectic emergency response moments is maintained. Assist in generating data from surveys or HMIS to demonstrate continuity of essential MNCAH and Nutrition services and advocacy for the needed inputs to deliver results.

11. Other assigned duties and responsibilities are effectively accomplished.

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

JOB GRADE FACTORS

Level 2 - The scope of the job duties ranges from methodical data collection to effective monitoring and analysis of project implementation, with limited decision-making on project strategy, development, management and evaluation. The nature of the job is mostly contributory technical work requiring substantive technical analysis and professional knowledge of the functional area. The work makes substantial contribution to the achievement of planned objectives of the project teams and the Section at the solid professional quality level. The supervisor guides and oversees the work process, progress and end-results.

- Accountability must be ensured by the review of appropriateness and completeness of financial and supply documentation as well as adherence to established allotments.
- Technical expertise is required to analyse data and background information in direct support of the Situational Analysis and updates.
- The job requires professional judgement to interpret and apply guidelines correctly; If necessary, recommends deviations from guidelines to programme/project officers, as appropriate.

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

1. Education
   - A university degree in public health/nutrition, global/international health and nutrition, health/nutrition research, policy and/or management, with a focus on epidemiology biostatistics and data-related discipline is required.

2. Work Experience
   - A minimum of 2 years of professional experience in epidemiology and biostatistics is required. Experience in public health, nutrition, health/nutrition planning and management at national level and/or in a developing country is required.
   - Experience in health/nutrition program/project development in UN system agency or organization is an asset.

3. Language Proficiency
   Fluency in English is required.
   Knowledge of another official UN language or a local language is an asset.

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

   **i) Core Values**
   
   3. Care  
   4. Respect  
   5. Integrity  
   6. Trust  
   7. Accountability

   **ii) Core Competencies (For Staff without Supervisory Responsibilities)** *

   8. Demonstrates Self Awareness and Ethical Awareness (1)  
   9. Works Collaboratively with others (1)  
   10. Builds and Maintains Partnerships (1)  
   11. Innovates and Embraces Change (1)  
   12. Thinks and Acts Strategically (1)  
   13. Drive to achieve impactful results (1)  
   14. Manages ambiguity and complexity (1)

5. **Technical Knowledge** [ ]

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

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

   - Programmatic goals, visions, positions, policies and strategies for the Health & Nutrition programme  
   - Mid-term Strategic Plan, Millennium Development Goals  
   - Knowledge of some of the technical areas of UNICEF programmes (e.g., Health, Nutrition, Health & Nutrition, CSD, PMTCT, HIV/AIDS, malaria, WASH, EPI).

   **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 software packages  
   - Gender equality and diversity awareness

   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 strategy to address national and global health and nutrition issues, particularly relating to conflicts, natural disasters, and recovery.

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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.
• Emergency programme policies, goals, strategies and approaches.

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 strategy to address international humanitarian issues and the responses.
• UN common approaches to programmatic issues and UNICEF positions
• UN security operations and guidelines.
• UNICEF strategic framework for partnerships and collaborative relationships.

### VIII. Child Safeguarding Risk Assessment

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<tr>
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<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Is this position considered as ‘elevated risk role’ from a child safeguarding perspective?</td>
<td>☐</td>
<td>X</td>
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<tr>
<td>Direct contact role</td>
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<tr>
<td>Child data role</td>
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<tr>
<td>Assessed Risk Role</td>
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<tr>
<td>Safeguarding response role</td>
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<td>X</td>
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IX. Health & Nutrition Section Structure (under review)