

UNITED NATIONS CHILDREN'S FUND

Specific Job Profile

Post Information

JOB TITLE: Chief Health & Nutrition
JOB LEVEL: Level P4
REPORTS TO: Deputy Representative
LOCATION: Jordan (Country) Office

JOB PROFILE NO.: _____
 CCOG CODE: __ 1103n _____
 FUNCTIONAL CODE: _HNN_____
 JOB CLASSIFICATION _____

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 programs, 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 and adolescents 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.

UNICEF's 2022-2025 Strategic Plan emphasizes that in Goal Area 1, every child, including adolescents, survives and thrives with access to nutritious diets, quality primary health care, nurturing practices and essential supplies. In MENA Region this is reflected in UNICEF's work on Primary Health Care and Nutrition as part of the Regional Accelerator on Primary Health Care.

Job organizational context: The Chief, Health and Nutrition reports to the Deputy Representative who is at P5 level. The Health and Nutrition programme is an important, albeit smaller component of the new Country Programme in Jordan.

PURPOSE OF THE JOB

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

As head of the Health & Nutrition team, leads, manages, develops and enables a competent team of professional and support staff to achieve the strategic goals and objectives of the Health & Nutrition programme. Contributes to create synergistic partnerships which reinforce other organizations – including other UN Agencies – SDGs strategic directions in areas where UNICEF has primary responsibility or comparative advantage such as interrelated areas of maternal, new-born, and child health and nutrition as well support Strengthening Primary Health Care as a platform for achieving Universal Health Coverage.

KEY END-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

UNITED NATIONS CHILDREN'S FUND

Specific Job Profile

goals, strategy, and project planning and development.

2. Integrated Health & Nutrition strategies, methodologies and new approaches are developed and implemented based on results-based approach within Human Rights framework by broad participation and collaboration with internal and external partnership.
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. In Jordan, an emphasis on health policy and health economics to influence the dialogue on Primary Health Care, health insurance and universal health coverage will be indicated along with budget analysis and cost benefit of improving primary health care as the overall model of care.
4. Monitoring and evaluation of programme performance is properly undertaken for adjustment, acceleration and improvement of program delivery. Gender/sex disaggregated data and inputs relevant to the Health and Nutrition programme provided.
5. Work plan and objectives are effectively established, performance is managed, and planned results are timely delivered through exercise of strong programme management leadership.
6. The capacities of Country Office staff are strengthened through effective capacity building programme in the development, implementation and management of the Health & Nutrition programme.
7. UNICEF and Government accountability is ensured for supply and non-supply assistance and disbursement of programme funds for the sector.
8. Effective partnership and collaboration are achieved and maintained for advocacy, technical cooperation, programme coordination, information sharing and knowledge networking.
9. The most relevant and strategic information is provided to support the Health & Nutrition Programme by the effective implementation of integrated programme monitoring system.
10. All required programme reports are timely prepared in compliance with the established guidelines and procedures.
11. Emergency preparedness is maintained, and in emergencies, emergency responses with effective coordination are provided.
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. 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 supports to ensure the timely preparation and completion of the relevant components (e.g., Health, Nutrition, WASH, Education, Child Protection, Social Policy/Social Protection and Adolescent and Youth)) 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 United Nations Sustainable Development Cooperation Framework (UNSDCF).

2. Integrated Health & Nutrition strategies, methodologies and innovative approaches are developed and implemented based on results-based approach and Human Rights framework

UNITED NATIONS CHILDREN'S FUND

Specific Job Profile

by broad participation and collaboration with internal and external partnership.

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 Education, Child Protection, Social Policy/Social Protection, Adolescent and Youth and WASH, and programme communication to ensure integration of the Health & Nutrition programme with other sectors.

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

Participates with UNICEF, government, donors and other partners in the development of 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 levels; identifies/develops new methodologies and approaches for managing and improving programme effectiveness and efficiency of delivery; and expands collaboration with allies, focussing on developing partnership frameworks which address specific needs and have potential to leverage resources and scale up programmes.

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 & 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 the programmes/projects. Provides support to the government on overall economical aspect of investing in primary health care and universal health coverage. Plans, organizes and conducts training and orientation activities for government personnel and beneficiaries, for the purpose of institutional capacity building and expansion of coverage of services.

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

In collaboration with other colleagues, establishes 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 meeting 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 exercise of strong programme management leadership.

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

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

6. The capacities of Country Office staff are strengthened through effective capacity building programme in the development, implementation and management of 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, workshop, training and staff learning/development activities.

UNITED NATIONS CHILDREN'S FUND

Specific Job Profile

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 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 management in compliance with the regulations and guidelines.

8. Effective partnership and collaboration are achieved and maintained in the advancement of advocacy, technical cooperation, programme coordination, resource mobilization, information sharing and knowledge networking.

Makes a substantive contribution to technical cooperation, programme coordination and advocacy in the areas of Health & Nutrition, ensuring knowledge networking and experience sharing with other programmes for identification of new strategies and approaches to improve 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, in order to improve the ability to collect and disseminate relevant data, 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 the effective implementation of 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 properly designed, and that data collection and analysis from field visits are coordinated and standardised 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 programme 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 are provided.

Collaborates in forming emergency preparedness plan 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 provides assistance to the Country Office in identifying where support is required in terms of

UNITED NATIONS CHILDREN'S FUND

Specific Job Profile

immediate response as well as long-term strategy and plan.

12. Other assigned duties and responsibilities are effectively accomplished.

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

Impact of Results

The strategic and effective advocacy, planning and formulation of the health and nutrition programme and the achievement of concrete and sustainable results from these programs contribute to achievement of UNICEF goals in the country programme document. The overall results will lead to protecting children's rights to survival, development and wellbeing in society. Achievements in programs and projects in turn contribute to maintaining/enhancing the credibility and ability of UNICEF to provide program services for mothers and children that promotes greater social equality and inclusion in the country.

JOB GRADE FACTORS ¹

P/L45NOD - Typically, as head of a small to medium sectoral section, provides highly technical leadership, guidance and direction for sectoral/inter-sectoral programme development, design, planning, implementation, and management in a small to medium size country office structure.

- Holds primary responsibility for formulation of sectoral programme objectives and the development of strategies and new approaches. The job requires excellent competency for 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 on use of funds and human resources that have 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 resources management and development. The job requires strong competencies for planning, team leadership and **managing resources**.

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

1. Education

Advanced university degree in: Public health, nutrition, child development, social policy, social development, community development, or other relevant disciplines. **Specialized training in health planning, health economics or public policy preferred and will be prioritized in the recruitment.**

2. Work Experience

Minimum 8 (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 including engagement in health policy formulation, budget review and costing and financing of essential package of health and nutrition interventions, and professional work experience in a managerial position, or a technical expert position in health, nutrition, and child survival & health care. Middle income country work experience (for IP) an asset.. Demonstrated leadership in policy development in health and nutrition sector will be favorably considered. Background/familiarity with Emergency.

3. Language Proficiency

Fluency in English is required. Knowledge of other UN languages and language of the local

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.

UNITED NATIONS CHILDREN'S FUND

Specific Job Profile

context (Arabic) is highly desirable.

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)
- Nurtures, Leads and Managers people (2)

5. **Technical Knowledge**² []

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
- Expert technical leadership and knowledge of theories, principles and methods in the combination of a number of fields of the following:

Public health, nutrition, child development, social policy, social development, community development, or other relevant disciplines.

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

Knowledge of theories and practices in:

- Primary Health Care
- Universal Health Coverage
- 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

General knowledge of:

- Methodology of programme/project management including health policy review.
- Programmatic goals, visions, positions, policies and strategies in Health & Nutrition

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.

UNITED NATIONS CHILDREN’S FUND
Specific Job Profile

- 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.
- 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 strategy to address international humanitarian issues and the responses.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines.
- UNICEF policies, strategies promoting and supporting gender equality and diversity

VII. Signatures- Post Description Certification

Name: Shairose Mawji

Signature

Date:

Title: Deputy Representative

Name: Philippe Duamelle

Signature

Date:

Title: Representative