

# UNITED NATIONS CHILDREN'S FUND

## GENERIC JOB PROFILE

<p><b>JOB TITLE:</b> Health Specialist, Public Health Emergency, SUD24074</p> <p><b>JOB LEVEL:</b> NOC, Level 3</p> <p><b>REPORTS TO:</b> Health manager, PHE</p> <p><b>LOCATION:</b> Country Office</p>	<p>JOB PROFILE NO.: <u>  NOC  </u></p> <p>CCOG CODE: <u>  1103n  </u></p> <p>FUNCTIONAL CODE: <u>  H  </u></p> <p>JOB CLASSIFICATION <u>          </u></p>
<p><b>PURPOSE OF THE JOB</b></p> <p>Health specialist, PHE is part of the Health Programme of the UNICEF Sudan Country Office. The major role is support planning, coordination, implementation and monitoring of the Sudan Country Office Public Health Emergency response and continuity of lifesaving interventions; support humanitarian response to the Public Health Emergencies and facilitate the application and adaptation of UNICEF policies and strategies to achieve strategic priorities and objectives.</p>	
<p><b>KEY END-RESULTS</b></p> <ol style="list-style-type: none"> <li>1. Timely sectoral analysis, input, support and contribute to the Situation Analysis and its periodic update for effective project planning, development and management, in partnerships with key stakeholders and with contribution of knowledge institutions.</li> <li>2. Quality contributions are made to the development and implementation of Integrated Health &amp; Nutrition strategies and approaches through participation and collaboration with internal and external partnership.</li> <li>3. Work plan and objectives are strategically established, implementation support is effectively provided, and planned results are timely delivered through application of technical expertise, in consultation with all relevant partners.</li> <li>4. Project implementation progress is monitored and evaluated for adjustment, acceleration and improvement of program delivery and sustainability. Gender/sex disaggregated data and inputs provided, relevant to the Public Health Emergency.</li> <li>5. Technical support is provided to government and NGOs and all other partners at various stages of the project implementation, monitoring and evaluation, including capacity building of government personnel and beneficiaries.</li> <li>6. The capacities of Country Office staff are strengthened through effective capacity building support in the development, implementation and management of the Public Health Emergency programme and efficient communication is provided in building technical partnership with collaborative agency which can bring state-of-art information to staff.</li> <li>7. UNICEF and Government and implementing partners accountability is ensured for supply and non-supply assistance and disbursement of programme funds for Public Health Emergency.</li> <li>8. Effective working relationships with internal and external counterparts are kept maintained for advocacy, technical coordination, information sharing and knowledge networking.</li> <li>9. Relevant and strategic information is kept available and shared with relevant stakeholders as required to support the Public Health Emergency by the effective implementation of an integrated monitoring system.</li> <li>10. Required programme/project reports are timely prepared and shared with relevant stakeholders as required in compliance with the established guidelines and procedures.</li> <li>11. Emergency preparedness is maintained, and in emergencies, emergency responses with effective coordination are provided and in line with the Core Commitments for Children (CCCs) in Humanitarian Action, partnerships with the Health and Nutrition humanitarian actors strengthened within the Inter-Agency Standing Committee (IASC).</li> </ol>	

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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 sectoral analysis, input and support contribute to the Situation Analysis and its periodic update for effective project planning, development and management.  
Contributes to the preparation of the Situation Analysis by compiling, analysing and evaluating information and providing the technical input and support to Public Health Emergency interventions and its periodic update. Prepares sectoral input to the Country Programme Document and all related documents (e.g., Country Programme Recommendation, Plans of Action, Country Programme Summary Sheet). Contributes to the consultation and coordination with key partners at all levels.
2. Quality technical contributions are made to the development and implementation of Integrated Health & Nutrition strategies and approaches through participation and collaboration with internal and external partnership.
  - Support Critical coordination on logistics and supplies is also on-going through the Logistics Cluster at country and global levels, as well as among agencies bilaterally. Logistics is a critical element to enable response to the massive needs in the country, and different options and measures are being explored including establishment of hubs, different cross-border points and in-country transport and warehousing.
  - Support PHE Response and programme quality assurance with programme staff including ensuring cross cutting benchmarks for integration and convergence for UNICEF's response, ensuring field monitoring for all UNICEF-led sectors is in place to allow for early warning and programme course correction.
  - In collaboration with the Programme staff systematically revise the integrated UNICEF Response Plan and implementation monitoring of the continuity of the lifesaving interventions in calm states and in the priority communities and hot spot areas.
  - Support programme and sections in interagency coordination through sectoral and intersectoral working groups and with the government, State MoH, FMOH, WHO, OCHA and Health Cluster, etc3.
4. Project implementation progress is monitored and evaluated for adjustment, acceleration and improvement of program delivery and sustainability.  
Undertakes field visits to monitor programmes, as well as participates in periodic programme reviews with government counterparts and other partners. Identifies necessary action for programme adjustments. Provides technical advice and support to government officials and implementing partners in the planning and management of the Public Health Emergency interventions and ensures their sustainability. Support maintenance of information system for monitoring gender sex aggregated data.
5. Technical support is provided to government and NGOs at various stages of the project implementation, monitoring and evaluation, including capacity building of government personnel and beneficiaries.  
Provides technical support to government and NGOs in the planning, development, implementation, and evaluation stages of the programmes/projects.  
Identifies training needs; designs and conducts training and orientation activities for government personnel and beneficiaries and other relevant partners, for the purpose of capacity building, sustainability of programme/projects and expansion of coverage of services.
6. Designs and implement a staff training/development programme to upgrade the capacity of the Country Office staff with regard to competencies for technical requirements as well as for the programme development, implementation and management of Public Health Emergency. Conducts relevant orientation, workshop, training and staff learning/development activities, including relying on technical partnership with collaborating agencies to provide state –of the –art -technical information to staff.
7. UNICEF and Government accountability is ensured for supply and non-supply assistance and disbursement of programme funds for Public Health Emergency.

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Coordinating with Operations and Supply staff on supply and non-supply assistance activities, ensures UNICEF, Government partner and all implementing partners accountability. Certifies 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. Monitors the overall allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Submits financial status reports to management in compliance with the regulations and guidelines.

8. Effective working relationships with internal and external counterparts are kept maintained for advocacy, technical coordination, information sharing and knowledge networking.

Coordinates activities and exchanges information and knowledge with other programmes to contribute to achievement of overall country programme objectives. Builds up 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 Public Health Emergency; 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.

Facilitates 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, and to exchange information on programme/project development and implementation. Facilitates exchange of knowledge, information, experience and lessons learned.

9. Relevant and strategic information is kept available to support the Public Health Emergency Programme by the effective implementation of an integrated monitoring system.

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

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 to programme performance monitoring.

Provides assistance for evaluation exercises, programme mid-term review, annual sector review and preview meetings with Government counterparts and all other relevant partners. Analyses and evaluates monitoring data, ensures achievement of objectives and proposes corrective measures as appropriate.

10. Required programme/project reports are timely prepared in compliance with the established guidelines and procedures.

Contributes to the timely preparation of annual sector status reports and shares information with relevant partners as required in compliance with the established guidelines and procedures. Participates in the preparation of all programme reports for management, Board, donors, budget reviews, programme analysis, and annual reports.

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

Supports emergency preparedness plan relating to Public Health Emergency. In case of emergency, assists in monitoring and assessing the nature and extent of the emergency in the assigned area, as required. Provides assistance to the Country Office in identifying where support is 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).

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.

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

- **Education**

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Advanced university degree in Public Health and Nutrition, Child Development, Water Sanitation, Public Administration, Social Policy, Social Development, Community Development, or other relevant disciplines.

- **Work Experience**

Five years of professional work experience at the national and international levels in planning, programming, implementation monitoring and evaluation of technical cooperation programmes related to Public Health Emergency. Professional work experience in a managerial position, or a technical expert position in child survival & development, health and nutrition 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 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)

### 5. **Technical Knowledge**<sup>1</sup> [ ]

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

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

- Knowledge of the technical areas of UNICEF programmes (e.g., PHE, PMTCT, HIV/AIDS, malaria, WASH, EPI)
- Knowledge of theories, principles and methods in the selective fields of the following:

<sup>1</sup> 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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Public Health, International Health Regulations, Public Health Emergency Policy and Management, , Family and Community Health, Health Emergency Preparedness and Response, Epidemiology of infection diseases and Research, Public and Disease Prevention, Educational Interventions in Public Health Care.

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

Knowledge of theories and practices in:

- Health Promotion and Disease Prevention
- Public Health and Nutrition
- International Health Regulations
- Health Emergency Preparedness and Response,
- Epidemiology of infection diseases and Research
- Educational Interventions in Health
- 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 Public Health Emergency
- 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.

### **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.