



UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Health Officer**
Supervisor Title/ Level: **Social Behavior
Change Specialist NOC**
Organizational Unit: **Programme**
Post Location: **UNICEF Refugee Response
Office in Warsaw, Poland**

Job Level: **Level 1**
Job Profile No.:
CCOG Code: **1103n**
Functional Code: **HEA**
Job Classification Level: **Level 1**

II. 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 programmes, 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 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.

Established shortly after the war in Ukraine escalated in February 2022, the UNICEF Refugee Response Office in Poland has been working with the Ministry of Health and other organizations at both local and central levels to support the health system in responding to the needs of refugee women and children hosted in Poland. There are currently approximately 950,000 Ukrainian refugees registered in Poland, the majority of whom are children and women.

UNICEF in partnership with the Ministry of Health Poland, municipalities, other partners and in coordination with UN Agencies, supported the health system to respond to the needs of refugee women and children that are hosted in Poland. A study conducted in 2022, indicates that 37% of interviewed Ukrainian mothers find it difficult to access vaccination services in Poland. 37% of mothers from Ukraine who took part in the survey do not know how to get their child vaccinated in Poland. (46% of mothers (participants of the research) from Ukraine in Poland emphasized the importance of information in their own language and almost one in five participants had issues with understanding or translating vaccine records.¹

¹ | <https://www.unicef.org/eca/reports/vaccinating-child-during-emergency-more-important-ever>

Among other health-related priorities, UNICEF RRO in Poland is looking to improve access to and uptake of vaccination services among Ukrainian refugees. Various Social and Behaviour Change strategies and approaches are being rolled out in Poland to address the barriers to immunization as well as to effectively reach the most vulnerable groups. Under the guidance of the SBC Specialist, the Officer will be expected to support those efforts.

Job Organizational Context: In the context of the Refugee Response Plan and in alignment with UNICEF's Core Commitments for Children in Humanitarian Action, the incumbent will be responsible for supporting the health section and contributing to delivering results for children in emergency contexts. This role is also crucial in supporting the programmatic aspects of partnerships, particularly as the Poland Office has defined programme priorities on vaccine-preventable diseases and Mental Health and Psychosocial Support.

The incumbent will be expected to provide programmatic and administrative support to the health programme and be part of the Social and Behavior Change team. Under the supervision and guidance of the supervisor, the Health Officer supports the respective section(s) by carrying out a range of programme support functions to help develop, implement, and monitor their country programme, ensuring effective and timely delivery that is consistent with UNICEF rules and regulations.

The Health Officer works in close collaboration with a range of staff in the RRO Poland, external partners, and agency counterparts in support of programme design and delivery. S/He provides regular feedback on the status of projects through monitoring milestones and advises on improvements to keep activities on track.

Purpose for the job: The Health Officer reports to the **Social Behavior Change Specialist NOC** for close guidance and supervision. The Health Officer provides professional technical, operational and administrative assistance throughout the programming process through the application of theoretical and technical skills in researching, collecting, analyzing, and presenting technical programme information while learning organizational rules, regulations and procedures to support the development and formulation of the Health Programme within the Country Programme.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Support to programme development and planning**
2. **Programme management, monitoring and delivery of results**
3. **Technical and operational support to programme implementation**
4. **Networking and partnership building**
5. **Innovation, knowledge management and capacity building**

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

- Research and analyze regional and national political, social, economic development trends. Collect, analyze, verify, and synthesize information to facilitate programme development, design and preparation.
- Prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevancy of information.
- Facilitate the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning through analysis of health needs and areas for intervention and submission of assessments for priority and goal setting.

- Provide technical and administrative support throughout all stages of programming processes by executing and administering a variety of technical programme transactions, preparing materials and documentations, and complying with organizational processes and management systems, to support programme planning, and monitoring and evaluation of results.
- Prepare required documentations and materials to facilitate the programme review and approval process.

2. Programme management, monitoring and delivery of results

- Work closely and collaboratively with colleagues and partners to collect, analyze and share information on implementation issues; suggest solutions on routine programme implementation and submit reports to alert appropriate officials and stakeholders for higher-level intervention and/or decisions. Keep records of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with governments and other counterparts and prepare minutes/reports on results for follow up action by higher management and other stakeholders.
- Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), and verify compliance with approved allocation and goals, organizational rules, regulations, procedures, as well as donor commitments, standards of accountability, and integrity. Report on issues identified to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare inputs for sectoral programme donor reporting.

3. Technical and operational support to programme implementation

- Undertake field visits and surveys, and share information with partners and stakeholders to assess progress and provide technical support and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners, and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes, and best practices on health-related issues to support programme implementation, operations and delivery of results.

4. Networking and partnership building

- Build and sustain effective close working partnerships with health sector government counterparts and national stakeholders through active sharing of information and knowledge to enhance programme implementation and build capacity of stakeholders to deliver concrete and sustainable results.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnerships/alliances, and support fund raising for health programmes.
- Participate in appropriate inter-agency (UNCT) on health programmes to collaborate with inter-agency partners/colleagues on operational planning and preparation of health programmes/projects, and to integrate and harmonize UNICEF's position and strategies with the UNDAF development and planning process.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

5. Innovation, knowledge management and capacity building

- Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
- Assist with oversight of research and ensure results are available for use in knowledge products.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

IV. Impact of Results

The efficiency and efficacy of support provided by the Health Officer to programme preparation, planning and implementation facilitates the delivery of concrete and sustainable results that directly impact the improvement of the health of the most marginalized and vulnerable women and children in the country. This in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to continue to provide programme services to protect the rights of children, and to promote greater social equality to enable them to survive, develop and reach their full potential in society.

V. 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)

VI. Recruitment Qualifications

Education:

A university degree in one of the following fields is required: public health/nutrition, 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.
Experience:	<p>A minimum of one year of professional experience in one or more of the following areas is required: public health/nutrition planning and management, maternal and neonatal health care, or health emergency/humanitarian preparedness.</p> <p>Experience working in a developing country is considered as an asset.</p> <p>Experience supporting social and behaviour change projects is an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	Fluency in English and Polish is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.