



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

I. Post Information

Job Title: Coordinator (Polio Outbreak Response)
Supervisor Title/ Level: Regional Adviser Health / Senior Immunization Manager
Organizational Unit: Regional Office

Job Level: Level 4
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

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 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 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.

Job organizational context:

To overcome the remaining challenges and permanently interrupt poliovirus transmission, the GPEI [officially extended the GPEI's 2022-2026 Strategy](#) to the end of 2029. These decisions come at a critical time as poliovirus persists in some of the most difficult environments in the world to deliver healthcare, and as such the programme has extended its strategy while adapting tactics to the remaining geographic and political challenges. The strategy aims at employing all opportunities to vaccinate children, build collective ownership and accountability of the eradication effort, and ensure a level of urgency commensurate with the designation of polio as a Public Health Emergency of International Concern (PHEIC). UNICEF's Polio Outbreak Response efforts focus on achieving Goal 2 of the strategy: Stop cVDPV transmission and prevent outbreaks in non-endemic countries. Therefore, Polio Eradication remains an organisational priority in the region and there is an ongoing large sub-regional outbreak response coordinated by partner agencies and governments which includes: synchronized supplementary immunization activities (SIAs), communication and social mobilization, vaccine management, and intensified disease surveillance. Countries, without ongoing outbreaks are supported to strengthen their outbreak preparedness activities. In addition, a number of countries in the region have been prioritized for polio transition and have developed costed polio transition plans which are being implemented with support from UNICEF.

The Coordinator (Polio Outbreak Response) position will lead and coordinate within the Health

Section, the Regional Office's efforts toward polio eradication in the context of the SDGs and in line with the UNICEF Strategic Plan.

Purpose for the job:

Under the supervision of the Regional Adviser Health or Senior Immunization Manager *[as applicable]*, the Coordinator (Polio Outbreak Response) is responsible for providing strategic and technical leadership on UNICEF polio eradication agenda in the region. The incumbent will support and advise on the overall management of the Polio programme. This includes coordination, development of polio-related policies, strategies and outbreak preparedness and response plans, and the provision of timely technical assistance to countries. Under delegated authority, the incumbent will coordinate and manage all phases of the Regional Office Polio Program from formulation to delivery of results in accordance with the UNICEF Strategic Plans, standards of performance and accountability framework, ethics and integrity.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

Strategic coordination, program planning and development

1. Support coordination of partnership and represent regional perspectives within the Global Polio Eradication Initiative (GPEI) and participate in meetings/events with government and other counterparts/stakeholders (GPEI partners) to contribute to polio assessments, strategic program discussions, and outbreak preparedness and response planning.
2. Support effective advocacy, communication, financial resource mobilization, vaccine and other cold chain equipment procurement, mobilization of technical assistance and networking through partnership and collaboration at the global, regional and country levels.
3. Provide advice on program strategies, direction and planning that advance UNICEF goals on immunization and the Key Results for Children (KRC) agenda focusing on polio eradication. This includes guidance and advice to country teams throughout the process of program formulation, planning and preparation of the Polio Annual Work plans ensuring harmonization of approaches and alignment with the UNICEF and Partners of the GPEI, corporate guidelines, policies/procedures and regional and national priorities.
4. Provide technical assistance to and capacity building of countries for polio outbreak preparedness and response, external evaluations of the polio outbreak response (OBRA), and strengthening routine immunization capitalizing on polio eradication assets with a focus on development and implementation of transition plans.
5. Ensure alignment between UNICEF's Global, Regional and Country level Polio Eradication efforts by staying abreast of decisions taken at POB and SC level and engaging on a regular basis with the Global Team.

Team coordination and oversight

6. Lead the development of Polio work plans, setting priorities/targets and establishing performance measurements.
7. Coordinate and supervise the Rapid Response Team members' work
8. Coordination with global level stakeholders to ensure information sharing and alignment between country office, regional office and HQ outbreak response portfolio [as applicable]
9. Ensure internal coordination and oversight of polio multi-sectoral response team (such as Health, SBC, WASH, Nutrition, Emergency, M&E) for better planning, monitoring and integrated activities implementation, and provide advice on best and innovative programming and management practices to enhance programming and operations.
10. In collaboration with other GPEI partners and the GPEI Financial Management Group, support the country polio programs with the development of the annual polio program budgets, the quarterly review and identification of corrective actions to address shortfalls or underspends.

Monitoring and quality control of programs

11. Evaluate overall program progress, identify weaknesses, bottlenecks and potential problems.
12. Monitor implementation and progress of work plans and collaborate with colleagues to ensure achievement of results according to targets and performance standards.
13. Monitor the optimum and appropriate use of program resources (financial, human resources, administrative and other assets), verify compliance with organizational rules, regulations and procedures, donor commitments and standards of accountability and integrity and recommend actions to address any identified gaps.
14. Prepare all programme reports required by management, Board, donors, budget reviews, programme analysis, annual reports, etc. with emphasis on Polio Eradication related matters and prepare proposals to donors, as necessary.
15. Participate in major evaluation exercises, programme reviews (e.g. OBRA) and polio review meetings within regional GPEI bodies (e.g. RORG) and with government counterparts; Ensure corrective action is undertaken to address bottlenecks related to UNICEF's Programme identified during evaluation exercises.

Innovation, knowledge management and capacity building

16. Advise on the conceptualization, development and implementation of the polio preparedness and response, using the latest information technology and introducing innovations and best practices to ensure optimum efficiency and efficacy in programming and operations.
17. Coordinate the collection, institutionalization and sharing of lessons learned to enhance performance and to use lessons learned in polio preparedness and response. Promote learning and development through capacity building initiatives to enhance the competencies/productivity of staff members.

Other related duties

18. Actively contribute to regional/country activities and exchange of information/ideas with other programme/projects within and outside child survival & development sector, related to the formulation, planning, implementation and monitoring & evaluation of overall regional strategies and support to country offices,
19. Performs other related duties as assigned by the supervisors including guiding, training, and coaching staff, interns and consultants, as needed.

IV. Impact of Results

- It is expected that the expertise and leadership of the staff member will significantly impact positively the GPEI efforts on polio eradication and the overall UNICEF child survival and development agenda across countries in the region. The efficacy and efficiency of the support provided by the position in terms of partner coordination, resource mobilization, technical leadership and technical assistance to countries will provide high-level customer service and stewardship to governments, partners, and donors. Technical decisions made by the incumbent on polio policy, strategies and programmes will directly affect the achievement of the ROMP results. This will contribute to enhancing the leadership, credibility, and ability of UNICEF in the area of immunization in general and polio eradication in particular as critical components of its efforts to improving child survival and development in the region.
- Incorrect programming thrusts will lead to wrong directions of the program thus impeding the achievement of goals and objectives of polio eradication, and misuse of financial resources, equipment and material purchased for programme implementation. Ineffective interaction with the government and other partners will negatively affect the implementation and acceptability of UNICEF intervention.

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core competencies

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)

Drives to achieve impactful results (2)

Manages ambiguity and complexity (2)

VI. Recruitment Qualifications

Education:

- Advanced university degree in Social Sciences, International Relations, Government, Public Administration, Public Health, Public Policy, Social Policy, Social Development, Community Development, or other relevant disciplines.

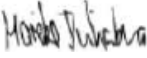
Experience:

- A minimum of eight [8] years of progressively responsible professional work experience at the national and international levels in emergency programming, public health emergencies, programme/project development, planning, implementation, monitoring, evaluation and administration.
- International and developing country work experience and field work experience is required.
- Background/familiarity with Emergency Response in a fast-changing environment is required.
- Experience in management and coordination of technical support in health-related emergency and humanitarian preparedness and response is required.
- Knowledge and field experience of UNICEF programmes, as an asset.
- Prior emergency response experience in polio eradication and complex humanitarian environment are an asset.
- Experience in programme/project management, and UN policies and strategy is desirable.
- Experience in large scale Social Behavior Change programmes and /or vaccine supply management is an asset.

Language Requirements:

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset *[please adjust language requirements / assets to the context of the role]*

VII. Child Safeguarding	
Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the Office, Child Safeguarding Focal Point, or Investigator (OIAI)? *:	No
Is this post a direct contact role in which Incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person? *:	No
Is this post a child data role in which Incumbent will be manipulating or transmitting personal-identifiable information on children (such as names, national ID, location data, or photos)? *:	No
The selected candidate for this position will be required to engage with vulnerable children *:	No

Created by 	Endorsed by:	Date: 04/11/2025
_____ Signature Mareike K. Burihabwa HR Specialist People in Humanitarian Action, DPC	_____ Signature Boris Zinsou Lissassi Chief, HR in Humanitarian Action People in Humanitarian Action, DPC	