



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

I. Post Information

Job Title: **Nutrition Officer**
Supervisor Title/ Level: **Nutrition Specialist
Level 3**
Organizational Unit: **Health and Nutrition
Programme**
Post Location: **Country Office**

Job Level: **Level 2**
Job Profile No.:
CCOG Code: **1102**
Functional Code: **NUT**
Job Classification Level: **Level 2**

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, nutrition, 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:

The Nutrition Officer GJP is to be used in a Country Office (CO) where the Nutrition Programme is a component of the Country Programme (or UNDAF). The Nutrition Officer reports to Nutrition Specialist who is at **Level 3**.

Purpose for the job:

The Nutrition Officer provides professional technical, operational and administrative assistance throughout the programming process for the nutrition preventive programmes/projects within the Country Programme, from development planning to delivery of results. Incumbent will make sure all community-based activities for the prevention and treatment of all forms of malnutrition are implemented and monitored appropriately.

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**

- Support in the establishment/adaptation/refinement of measures for system strengthening and quality improvement to ensure continuity, effectiveness and sustainability of IYCF and micronutrients;
- Strengthen existing community frameworks or create others to carry out IYCF activities;
- Assumes responsibility for developing sector-and-project-specific /sensitive work plans and activities;
- Develop or update policies and systems to support community IYCF

2. **Programme management, monitoring and delivery of results:**

- Lead the implementation of IYCF program at health facility and community levels;
- Undertakes field visits to monitor IYCF programs (including cash and supply assistance), as well as conducting periodic program reviews with government counterparts and other partners
- Prepare training materials and conduct IYCF trainings when necessary
- Design community program for IYCF and / adapt tools for formative supervision / mentoring and routine follow-up / data collection. Make sure all IYCF databases are regularly filled and submitted (awareness sessions database, database of counselled cases)
- Contributes to the concurrent monitoring and reporting on IYCF performance indicators of NGO managed programs under the Project Co-operation Agreement
- Support the government in planning, monitoring and quality implementation of nutrition programs/interventions to address micronutrient malnutrition
- Review, compile and analyze the collected data and information and prepare progress reports
-

3. **Technical and operational support to programme implementation**

- Conduct regular programme field visits and surveys, and exchange information with partners and stakeholders to assess progress and provide technical support. Take appropriate action to resolve issues 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 IYCF and related issues to support programme implementation, operations and delivery of results.

4. Networking and partnership building

- Build and sustain effective close working partnerships with nutrition sector government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve programme goals on maternal and child rights as well as social justice and equity.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for nutrition programmes.
- Participate in appropriate inter-agency (UNCT) meetings and events on programming to collaborate with inter-agency partners and colleagues on UNDAF operational planning and preparation of nutrition 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.
- Research, benchmark and report on best and cutting edge practices for development planning of knowledge products and systems.
- 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 Nutrition Officer to the preparation, planning and implementation of nutrition programmes/projects contributes to and accelerates the national development efforts to improve the nutritional status of mothers, infants and children in the country and this in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to continue to provide programme services to mothers and children that promotes greater social equity in the country.

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

<p><u>Core Values</u></p> <ul style="list-style-type: none"> ▪ Commitment ▪ Diversity and inclusion ▪ Integrity <p><u>Core competencies</u></p> <ul style="list-style-type: none"> ▪ Communication (II) ▪ Working with people (I) ▪ Drive for results (I) 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ▪ Formulating strategies and concepts (I) ▪ Analyzing (II) ▪ Applying technical expertise ((II) ▪ Learning and researching (II) ▪ Planning and organizing (II)
---	--

VI. Recruitment Qualifications	
Education:	A university degree in one of the following fields is required: nutrition, public health, nutritional epidemiology, global/international health and nutrition, health/nutrition research, policy and/or management, health sciences, nutritional epidemiology, or another health-related science field.
Experience:	<p>A minimum of two years of professional experience in a developing country in one or more of the following areas is required: nutrition, public health, nutrition planning and management, or maternal, infant and child health/nutrition care.</p> <p>Experience in health/nutrition programme/project development in a UN system agency or organization is an asset</p>
Language Requirements:	Fluency in French is required. Knowledge in English and of another official UN language or local language of the duty station is considered as an asset.