

# Request for use of a GJP

unicef

## FOR COMPLETION BY REQUESTING DEPARTMENT

<b>Post/Case No:</b> FJI18025	<b>Establishment of a New Post:</b> <input checked="" type="checkbox"/>	<b>Upgrade/Downgrade of an Existing Post:</b> <input type="checkbox"/>	<b>Change in Title of an Existing Post:</b> <input type="checkbox"/>	<b>Change in Reporting Line of an Existing Post:</b> <input type="checkbox"/>	<b>JD not classified for over five years:</b> <input type="checkbox"/>
<b>Department/Field Office:</b> Health		<b>GJP Official Title:</b> Nutrition Officer			<b>GJP Grade:</b> NOB
<b>Organizational Title Request:</b> (if any)					
<b>Section:</b> Health					
<b>Unit:</b>					
<b>Duty Station:</b> Honiara, Solomon Islands					
(Please attach a current organization chart clearly identifying GJP post assignment and clearly indicating supervisory responsibilities if applicable)					

**Basic Purpose of Position** (please outline what does this position contribute to achieving the overall goals of the unit/section in 3-4 lines or less):

1.

**Key Results Expected** (only if in addition to what is on the GJP, please indicate in bullet format 3-5 key activities performed by the position):

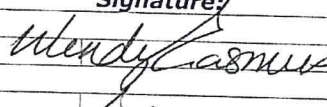

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**Supplemental Recruitment Requirements** (additional to those contained in the GJP only):

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**Signature:**

The following attest to the accuracy of the above statements and to the valid management need for this position and the association of the attached GJP:

	Title:	Name:	Signature:	Date:
<b>Supervisor:</b>	Chief of CSD	Wendy Erasmus		30/5/17
<b>Head of Office:</b>	Representative	Sheldon Yett		30/5/17

## FOR COMPLETION BY DHR ONLY

APPROVED: ☒ NOT APPROVED: ☐

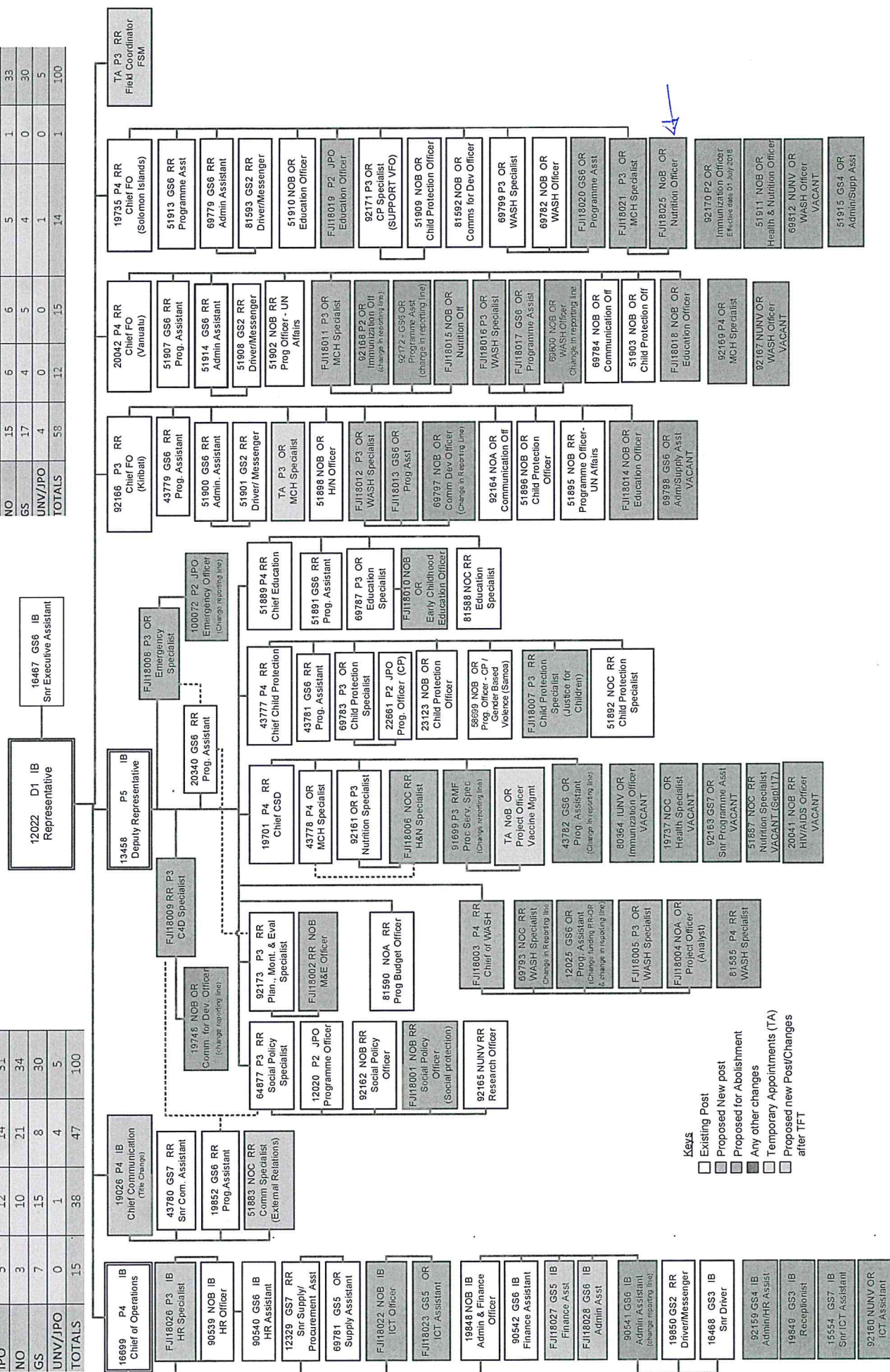
Title:	Name:	Signature:	Date:
	A. BRUSA		18.6.17

**Comments:**

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Summary of Staffing by Funding (2018-2022)					
Category	IB	RR	OR	TOTAL	
IPO	5	12	14	31	
NO	3	10	21	34	
GS	7	15	8	30	
UNV/IPO	0	1	4	5	
TOTALS	15	38	47	100	

Summary of Staffing by office (2018-2022)						
Category	FUJI	KIRIBATI	VANUATU	SOLOMON ISLANDS	SAMOA	TOTAL
IPO	22	2	4	4	0	32
NO	15	6	6	5	1	33
GS	17	4	5	4	0	30
UNV//IPO	4	0	0	1	0	5
TOTALS	58	12	15	14		100









UNITED NATIONS CHILDREN'S FUND  
(GENERIC) JOB PROFILE

### I. Post Information

CASE NO: FJI18025

Job Title: **Nutrition Officer**  
Supervisor Title/ Level: **MCH Specialist Level 3**  
Organizational Unit: **Nutrition (Health) Programme**  
Post Location: **Honiara, Solomon Islands**

Job Level: **Level 2**  
Job Profile No.:  
CCOG Code:  
Functional Code:  
Job Classification Level: (For non GJP)

### 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, 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) and the Nutrition Program is a component of the Country Program (or UNDAF). The Nutrition Officer reports to the MCH Specialist who is at Level 3.

**Purpose for the job:** The Nutrition Officer reports to the **Maternal Child Health Specialist** for supervision. The Officer provides professional technical, operational and administrative assistance throughout the programming process for the nutrition programs/projects within the Country Program from development planning to delivery of results, preparing, executing, managing and implementing a variety of technical and administrative program tasks to facilitate program development, implementation, and program progress monitoring, evaluating and reporting of results.

### III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

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

#### **1. Support to program development and planning**

- Conduct/update situation analysis for the program sector/s for development, design and management of nutrition related programs/projects. Research and report on development trends (e.g. political social, economic, nutrition, health) for higher management use to enhance program management, efficiency and delivery of results.
- Contribute to the development/establishment of sectoral program goals, objectives and strategies and results-based planning through analysis of nutrition needs and areas for intervention and submission of recommendations for priority and goal setting.
- Provide technical and operational support throughout all stages of programming processes by executing/administering a variety of technical program transactions, preparing materials/documentations and complying with organizational processes and management systems, to support program planning, results based planning (RBM) and monitoring and evaluating results.
- Prepare required documentations/materials to facilitate the program review and approval process.

#### **2. Program management, monitoring and delivery of results.**

- Work closely and collaboratively with internal and external colleagues and partners to discuss operational and implementation issues, provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decision. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, program reviews and annual reviews with government and other counterparts to assess programs/projects and to report on required action/interventions at the higher level of program management.
- Monitor and report on the use of sectoral program resources (financial, administrative and other assets), verify compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on issues identified to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare regular/mandated sectoral program/project reports for management, donors and partners to keep them informed of program progress.

#### **3. Technical and operational support to program implementation**

- Conduct regular program field visits and surveys and/or exchange information with partners/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 nutrition and related issues to support program 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 program implementation and build capacity of stakeholders to achieve program goals and social justice, equity and rights of mothers, newborn and children.
- Draft communication and information materials for CO program advocacy to promote awareness, establish partnership/alliances and support fund raising for nutrition programs.
- Participate in appropriate inter-agency (UNCT) meetings/events on programming to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of nutrition programs/projects and to integrate and harmonize UNICEF 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 practice to support the implementation and delivery of concrete and sustainable program results.
- Research, benchmark and report on best and cutting edge practices for development planning of knowledge products and systems.
- Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

#### IV. Impact of Results

The efficiency and efficacy of support provided by the Officer to program preparation and planning and implementation of nutrition programs/projects sector contribute to and accelerate the national development efforts to improve the nutritional status of mothers, infants and children in the country and this in turn contribute to maintaining/enhancing the credibility and ability of UNICEF to continue to provide program services to mothers, newborn and children that promotes greater social equity in the country.

#### V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles.

##### Core Values

- Commitment
- Diversity and inclusion
- Integrity

##### Core competencies

- Communication (II)
- Working with people (I)
- Drive for results (I)

##### Functional Competencies:

- 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 or higher in nutrition, public health, nutritional epidemiology, global/international health and nutrition, health/nutrition research, policy and/or management, health sciences, nutritional epidemiology or other health related science field is required.
Experience:	A minimum of 2 years of professional experience in nutrition, public health, nutrition planning and management and/or in relevant areas of maternal, infant and child health/nutrition care at the international level and/or in a developing country is required. Experience in health/nutrition program/project development in UN system agency or organization is an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or a local language is an asset

**VII. Signatures- Job Description Certification**

Name: Wendy Erasmus

Signature

Wendy Erasmus

Date

29/5/17

Title: Chief: CSD

Name: **Sheldon Yett**

Signature

[Signature]

Date

29/5/2017

Title: **Representative**