



UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: Nutrition Specialist (**Early Childhood Nutrition**)
Supervisor Title/ Level: **Regional Advisor Nutrition, Level 5**
Organizational Unit: **Nutrition/ROSA**
Post Location: **Kathmandu, Nepal**

Job Level: **Level 4**
Job Profile No.: 107575
CCOG Code: **1102**
Functional Code: **NUT**
Job Classification Level: **Level 4**

II. Organizational Context and Purpose for the job

Job organizational context:

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.

Purpose for the job:

The Nutrition Specialist (Early Childhood Nutrition) supports the Regional Advisor Nutrition in managing the section, contributing to strategic technical support and direction, programme oversight, innovation, research and knowledge leadership support to UNICEF country offices in South Asia and their development partners. S/He is responsible for developing, preparing and managing complex, early childhood nutrition and development programmes (infant nutrition, young children's diets, early detection and management of child wasting and infants at risk of poor growth and development) including early stimulation in child nutrition programmes. The Nutrition Specialist (Early Childhood Nutrition) provides authoritative technical guidance, research leadership and management support throughout the programming processes to facilitate the administration and achievement of concrete and sustainable results in early childhood nutrition programmes/projects. This is carried out according to plans, allocation, results based-management approaches and methodology (RBM), as well as UNICEF's Strategic Plans, standards of performance, and accountability framework.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Management and advisory support to the Regional Advisor Nutrition**
2. **Programme development and planning**
3. **Programme management, monitoring and delivery of results**
4. **Advisory services and technical support**
5. **Advocacy, networking and partnership building**
6. **Innovation, knowledge management and capacity building**

1. **Management and advisory support to the Regional Advisor Nutrition**

- Provide advice to the Regional Advisor Nutrition in establishing the annual work plan, including developing strategies and determining priorities, targets and performance measurements on early childhood nutrition.
- Coordinate work progress monitoring and ensure results are achieved according to schedule and performance standards, and report to Regional Advisor Nutrition critical issues for timely action.
- Provide technical assistance and advice to colleagues in the section and country offices on all aspects of early childhood nutrition programming and implementation to enable them to achieve performance objectives.
- Perform the full duties of the Regional Advisor Nutrition in his/her absence.

2. **Early childhood nutrition programme development and planning**

- Provide technical support and guidance on the preparation, design and updating of the situation analysis for the nutrition sector/s to ensure comprehensive and current data on early childhood nutrition is available to guide policy development as well as design and management of programmes/projects in South Asia region.
- Keep abreast of development trends to enhance programme management, efficiency and delivery.
- Participate in strategic programme discussions on the planning of early childhood nutrition programmes/projects.
- Formulate, design and prepare early childhood nutrition programme proposal, ensuring alignment with UNICEF's Strategic Plans, regional strategies and management plan, as well as national priorities, plans, and competencies.
- Establish specific goals, objectives, strategies, and implementation plans for the sector(s) based on results-based planning terminology and methodology (RBM). Prepare required documentations for programme review and approval.
- Work closely and collaboratively with colleagues and partners to discuss strategies and methodologies, and to determine regional priorities and competencies to ensure the achievement of concrete and sustainable results.
- Provide authoritative technical and operational support throughout all stages of programming processes to ensure integration, coherence and harmonization of programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.

3. Early childhood nutrition programme management, monitoring and delivery of results

- Plan and/or collaborate with internal and external partners to establish monitoring benchmarks, performance indicators and other UNICEF/UN system indicators and measurements to assess and strengthen performance accountability, coherence, and delivery of concrete and sustainable results for the assigned sector in early childhood nutrition programmes (infant nutrition, young children's diets, early detection and management of child wasting) .
- Participate in monitoring and evaluation exercises, programme reviews and annual nutrition reviews with country offices, the government and other counterparts to assess progress and to determine required action and interventions to achieve results.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths and/or weaknesses in programme management. Identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor programmes and projects through field visits, surveys and/or exchange of information with partners and stakeholders to assess progress, identify bottlenecks and potential problems, and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Plan, monitor and verify the optimum and appropriate use of sectoral programme resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations, procedures, donor commitments, and standards of accountability. Ensure timely reporting and liquidation of resources.
- Prepare regular and mandated programme/project reports for management, donors, and partners to keep them informed of programme progress.

4. Advisory services and technical support on early childhood nutrition

- Provide advice to UNICEF country offices, key government officials, NGO partners, UN system partners, and other country office partners/donors on policies, strategies, best practices and approaches on early childhood nutrition (infant nutrition, young children's diets, early detection and management of child wasting), as well as on related issues to support programme development planning, management, implementation, and delivery of results.
- Participate in strategic programme discussions and planning to provide technical advice, contribute to policy discussions and agendas, and promote health/nutrition interventions, especially in the areas of gender, emergency preparedness and maternal, newborn, and child health and nutrition.
- Prepare policy papers, briefs and other strategic programme materials for management use, information and/or consideration.
- Participate in emergency preparedness initiatives for programme development, contingency planning and/or to respond to emergencies in country or where designated.

5. Advocacy, networking, and partnership building

- Build and strengthen strategic partnerships with nutrition sector global, regional and national partners, allies, donors, and academia, through active networking, advocacy and effective communication. Build capacity, exchange knowledge and expertise, and/or promote cooperation and alliances to achieve programme goals on early childhood nutrition and development (infant nutrition, young children's diets, early detection and management of child wasting) as well as social justice and equity.
- Prepare communication and information materials to highlight programme goals,

achievements and/or needs to promote awareness, establish partnerships/alliances and support fund raising for nutrition programmes (maternal, newborn and child survival and development).

- Participate and/or represent UNICEF in appropriate regional, global and national discussions and planning on nutrition-related issues to ensure organizational position, interests and priorities are fully considered in development planning and agenda setting. Collaborate with inter-agency regional partners/colleagues on planning and preparation of nutrition programmes/projects.

6. Innovation, knowledge management and capacity building

- Promote critical thinking, innovative approaches, and good practices for sustainable nutrition programme/project initiatives through advocacy and technical advisory services.
- Provide research leadership and manage research projects and/programmes including implementation research on early childhood nutrition including developing workplans, coordinating research activities, monitoring, and reporting on progress and sharing research findings with diverse audiences.
- Communicate research outputs to a broad spectrum of stakeholders (researchers, academicians, policy makers, regional partners) and publish findings in reports and peer-reviewed publications.
- Keep abreast, research, benchmark, and implement best and cutting-edge practices in early childhood nutrition and development (infant nutrition, young children's diets, early detection and management of child wasting). Institutionalize and share best practices and knowledge learned.
- Contribute to the development of policies and procedures and introduce innovation and best practices to ensure optimum efficiency and efficacy of sustainable programmes and projects.
- Organize, plan and/or implement capacity building initiatives to enhance the competencies of clients and stakeholders to promote sustainable results on health/nutrition related programmes/projects.

IV. Impact of Results

The efficiency and efficacy of support provided by the Nutrition Specialist (Early Childhood Nutrition) to the preparation, planning and implementation of nutrition programmes/projects contributes to and accelerates the regional development efforts to improve infant nutrition, young children's diets, early detection and management of child wasting, including infants at risk of poor growth and development in South Asia. This in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to continue to provide programme services to mothers and children hence promoting greater social equity in the region.

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) Core Competencies

- 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)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none">• An advanced university degree in one of the following fields is required: nutrition, public health, nutritional epidemiology, global/international health and nutrition, food policy, health/nutrition research, policy and/or management, health sciences, nutritional epidemiology, or another relevant science fields.
Experience:	<ul style="list-style-type: none">• At least Eight (8) years of professional work experience at the national and international levels in planning, programming, implementation, research, monitoring and evaluation of nutrition programmes.• Experience in health/nutrition programme/project development and management in a UN system agency or organization is an asset.• Professional work experience leading on early childhood nutrition (infant nutrition, young children's diets, early detection and management of infants and children at risk of poor growth and development) is required.• Experience in leading research and knowledge in qualitative, and quantitative research methods and data analysis skills on early childhood nutrition including policy and systems research and publication experience for a range of audiences (technical, academic, research and non-technical) is required.• Experience in formulating and leading on capacity

	<p>development initiatives in the area of early childhood nutrition is desirable</p> <ul style="list-style-type: none">• Experience in leading on strategic partnerships with nutrition sector global, regional and national partners, allies, donors, and academia to advance early childhood nutrition policy and programme action an added advantage• Experience in emergency nutrition preparedness and response is desirable.
Language Requirements:	<ul style="list-style-type: none">• Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.