

UNITED NATIONS CHILDREN'S FUND

GENERIC JOB PROFILE

JOB TITLE: Chief Health & Nutrition JOB LEVEL: Level 4 REPORTS TO: , Deputy Representative LOCATION: Ghana Country Office	JOB PROFILE NO.: _____ CCOG CODE: _____ 1103n _____ FUNCTIONAL CODE: _____ HNN _____ JOB CLASSIFICATION _____
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PURPOSE OF THE JOB

Chief, Health & Nutrition, is responsible for the overall management and administration in the development, planning, implementation, monitoring and evaluation of the Health & Nutrition programme in the context of child survival and development within the country programme. Accountable for effective technical leadership, management guidance and programme support to facilitate the application and adaptation of UNICEF policies and strategies to achieve programme goals and expansion of UNICEF assisted Health & Nutrition interventions, including the attainment of the Millennium Development Goals.

As head of the Health & Nutrition group leads, manages, develops and enables a competent team of professional and support staff to achieve the strategic goals and objectives of the Health & Nutrition programme

KEY END-RESULTS

1. Timely and quality sectoral analysis, input, support and coordination contribute to the Situation Analysis, its periodic update, and all programme documents to formulate effective Health & Nutrition goals, strategy, and project planning and development, in partnerships with key stakeholders and with contribution of knowledge institutions.
2. Integrated Health & Nutrition strategies, methodologies and new approaches are developed and implemented based on results-based approach within Human Rights framework by broad participation and collaboration with internal and external partnership. Partnerships with global funds, multilateral and bilateral agencies and development banks, as well as relations with the private sector enhanced and exploited efficiently, in order to formulate common advocacy position and influence allocation of resources, as well as investment decisions on behalf of Health and Nutrition.
3. Technical support is provided to government and non-government organizations at all stages of the programme cooperation, including capacity building of government personnel and beneficiaries, including through back-up partnerships with specialists Health and Nutrition organizations as appropriate.
4. Monitoring and evaluation of programme performance is properly undertaken for adjustment, acceleration and improvement of program delivery, capitalizing on joint global monitoring and evaluation frameworks such as the Child Health Epidemiology Reference Group for child health and nutrition, and with WFP in the areas of food and nutrition. Gender/sex disaggregated data and inputs relevant to the Health and Nutrition programme provided.
5. Work plan and objectives are effectively established, performance is managed, and planned results are timely delivered through exercise of strong programme management leadership; partnership frameworks that pool competencies and resources developed.
6. The capacities of Country Office staff are strengthened through effective capacity building programme – which also build on technical partnerships with collaborating agencies to provide state-of-the-art technical information to staff – in the development, implementation and management of the Health & Nutrition programme.

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7. UNICEF and Government and implementing partners accountability is ensured for supply and non-supply assistance and disbursement of programme funds for the sector; and Government counterparts and implementing partners are orientated and trained in UNICEF supply and non-supply assistance policies and procedures.
8. Effective partnership and collaboration are achieved and maintained for advocacy, technical cooperation, programme coordination, information sharing and knowledge networking.
9. The most relevant and strategic information is provided including in cooperation with knowledge institutions to support the Health & Nutrition Programme by the effective implementation of integrated programme monitoring system.
10. All required programme reports are timely prepared and shared with concerned partners in compliance with the established guidelines and procedures.
11. Emergency preparedness is maintained, and in emergencies, emergency responses with effective coordination are provided; and in line with the Core Commitments for Children (CCCs) in Humanitarian Action, partnerships with the Health and Nutrition humanitarian actors strengthened within the Inter-Agency Standing Committee (IASC).
12. Other assigned duties and responsibilities are effectively accomplished.

KEY ACCOUNTABILITIES and DUTIES & TASKS

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

1. Timely and quality sectoral analysis, input, support and coordination contribute to the Situation Analysis, its periodic update, and all programme documents to formulate effective Health & Nutrition goals, strategy, and project planning and development.

Leads, guides and coordinates to ensure the timely preparation and completion of the relevant components (e.g., Health, Nutrition, WASH, HIV/AIDS) of the Situational Analysis and its periodic update through accurate monitoring and analysis, and timely preparation and finalization of sectoral input. Ensures effective project, sectoral or inter-sectoral planning, development and management. Conducts regular consultation and coordinates with key partners at all levels.

Formulates sectoral programme goals, objectives, and strategies. Supervises preparation of the sectoral inputs to the Country Programme Document and related documents, ensuring coherence of the sectoral programme with National priorities and policies and with United Nations Development Assistance Framework (UNDAF); and coordinates with other major players in Health and Nutrition including the World Bank, WHO, UNFPA and other UN Agencies – to accelerate progress in achieving the Millennium Development Goals 1, 4 and 5.

2. **Integrated Health & Nutrition strategies, methodologies and innovative approaches are developed and implemented based on results-based approach and Human Rights framework by broad participation and collaboration with internal and external partnership.**

As part of the senior management team, ensures the integration of the sectoral programme with other UNICEF sectors in all stages of the programming process. Builds on intersectoral experience and establishes partnerships to promote innovative approaches to address immediate and underlying determinants of maternal, newborn and child health and nutrition, recognizing that health and nutrition outcomes are not the results of action in the health and nutrition sectors alone; hence maintains close working relationships with other UNICEF sectors, particularly Education, Health, Nutrition, Child Survival & Development (CSD), HIV/AIDS and WASH, and programme communication to ensure integration of the Health & Nutrition programme with other sectors.

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Provides leadership, guidance and direction for the formulation and development of Health & Nutrition goals, strategies and approaches for the UNICEF plan of cooperation, in consultation with strategic partners.

Participates with UNICEF, government, donors and other partners in the development of integrated strategies, methodologies and identification of innovative approaches for improving programme delivery, with emphasis on advocacy, community participation and social mobilization based on the Human Rights framework and cross sector approach to Programming and Community Capacity Development.

Brings coherence, synergy and added value to sectoral or project management processes using a results-based management approach to planning and design, implementation, monitoring and evaluation.

Exploits efficiently the strategic partnerships as well as selective partnerships on specific issues with global funds, multilateral and bilateral agencies and development banks and enhance relations with the private sector in order to: formulate common advocacy position, propose new financing mechanisms, and influence investment decisions such as on goods most needed by poor families and new supply solutions.

Monitors latest Health & Nutrition developments at the international, regional and national levels; identifies/develops new methodologies and approaches for managing and improving programme effectiveness and efficiency of delivery; and expands collaboration with allies, focussing on developing partnership frameworks which address specific needs and have potential to leverage resources and scale up programmes.

Reviews and evaluates the technical, institutional and financial feasibility and constraints of programmes/ projects in coordination and collaboration with government and other partners.

Facilitated and promotes active and participatory partnerships with key stakeholders (Government, other UN agencies, NGOs, bilateral agencies, donors and national and international academic institutions) and works with them at various stages of Health & Nutrition programme design and implementation.

3. Technical support is provided to government and non-government organizations at all stages of the programme cooperation, including capacity building of government personnel and beneficiaries.

Provides guidance and support to government and non-government organizations at the national and provincial levels in the planning, development and implementation stages of the programmes/projects. Plans, organizes and oversees training and orientation activities for government personnel and beneficiaries and other relevant partners, for the purpose of institutional capacity building and expansion of coverage of services.

4. Monitoring and evaluation of programme performance is systematically undertaken for adjustment, acceleration and improvement of program delivery.

In collaboration with other colleagues, establishes effective information and reporting systems to monitor and evaluate the impact of the Health & Nutrition programme and achievement of targeted goals.

Undertakes field visits to monitor and evaluate project implementation in the field. Participates in quarterly reviews and planning meeting on the country programme to assess and evaluate programme effectiveness, identifying problems and adopting remedial measures to accelerate/improve programme delivery with government partners and key stakeholders. Support maintenance of information system for monitoring gender/sex disaggregated data

5. Work plan and objectives are effectively established, performance is managed, and planned results are timely delivered through exercise of strong programme management leadership.

As head of a large section, Chief Health & Nutrition takes primary responsibility for the development of the results-based sectoral work plan as well as for managerial oversight and implementation of

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sectoral project activity, consistent with the defined project strategies and approaches. Establishes partnership frameworks that pool competencies and resources.

Ensures that objectives and targets are timely met and achieved, by providing advice, guidance oversight, coordination, and support to professional and support staff.

6. The capacities of Country Office staff are strengthened through effective capacity building programme in the development, implementation and management of Health & Nutrition programme.

Plans and coordinates a staff training/development programme with Regional and HQ Advisers to upgrade the capacity of UNICEF Country Office staff enabling them to progressively engage in and lead in the programme development, implementation and management of the Health & Nutrition programme. Oversees relevant orientation, workshop, training and staff learning/development activities, including relying on technical partnership with collaborating agencies to provide state-of-the-art technical information to staff.

7. UNICEF and Government accountability is ensured for supply and non-supply assistance and disbursement of programme funds for the sector.

Coordinates with Operations and Supply staff on supply and non-supply assistance activities ensuring UNICEF and Government and implementing partners accountability. Approves disbursements of funds, ensuring those activities are within established plans of action and programme budget allotments; and to orientate and train Government and UNICEF implementing partners in UNICEF supply and non-supply policies and procedures. Monitors the overall allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Takes appropriate actions to optimize use of programme funds.

Ensures programme efficiency and delivery through a rigorous and transparent approach to programme planning, monitoring and evaluation. Submits financial status reports to management in compliance with the regulations and guidelines.

8. Effective partnership and collaboration are achieved and maintained in the advancement of advocacy, technical cooperation, programme coordination, information sharing and knowledge networking.

Exercises leadership for technical cooperation, programme coordination and advocacy in the areas of Health & Nutrition, ensuring knowledge networking and experience sharing with other programmes for identification of new strategies and approaches to accelerate delivery of programme results and promote effective advocacy.

Participates in establishing effective monitoring, knowledge database/network and reporting systems to ensure the availability of current and accurate programme information/data, and contributes to the development of communication materials and strategies to: support advocacy and community participation; and to widen partnership with all stakeholder at national, regional, district, community and household levels as well as with funding partners including the private sector in order to accelerate achievement of Health and Nutrition related MDGs goals.

Maintain close partnership and collaboration with external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate relevant data, exchange information on programme/project development and implementation. Ensures exchange of knowledge, information, experience and lessons learned.

9. The most relevant and strategic information is provided to support the Health & Nutrition Programme by the effective implementation of integrated programme monitoring system.

In collaboration with monitoring and evaluation and program communication colleagues, conducts accurate and timely monitoring and data collection, and supports an integrated programme monitoring system, in consultation with all relevant stakeholders.

Provides technical support to ensure that a set of programme performance indicators is identified and adjusted as necessary. Coordinates with partners to ensure that monitoring systems are properly designed, and that data collection and analysis from field visits are coordinated and standardised

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across programmes to feed into to programme performance monitoring.

Participates in major evaluation exercises, programme mid-term review, annual sector review and preview meetings with Government counterparts and all other relevant partners. Analyses and evaluates data to ensure achievement of objectives and recommends corrective measures as appropriate.

Drawing on monitoring and analysis of key program performance and management indicators, provides expert input to management reports, including relevant sections of the annual reports. Provides technical advice to programme staff, government counterparts and other partners on planning and management of integrated monitoring and evaluation.

10. All required programme reports are timely prepared in compliance with the established guidelines and procedures.

Oversees and ensures the timely preparation of annual sector status reports in compliance with the established guidelines and procedures. Participates in the preparation of all programme reports for management, Board, donors, budget reviews, programme analysis, annual reports, and provides guidance and assistance in programme related reporting; and shares the information with relevant partners as required.

11. Emergency preparedness is maintained, and in emergencies, emergency responses with effective coordination are provided.

Collaborates in forming emergency preparedness plan relevant to Health & Nutrition. In case of emergency, participates in monitoring and assessing the nature and extent of the emergency in the assigned area. Coordinates and provides assistance to the Country Office in identifying where support is required in terms of immediate response as well as long-term strategy and plan. In line with the Core Commitments for Children (CCCs) in Humanitarian Action, strengthens partnerships with the Health and Nutrition humanitarian actors within the Inter-Agency Standing Committee (IASC).

12. Other assigned duties and responsibilities are effectively accomplished.

Assumes any other duties and responsibilities assigned as appropriate to the purpose of this post, and delivers the results as required.

JOB GRADE FACTORS ¹

- P/L4**
- Typically as head of a large sectoral section, provides highly technical leadership guidance and direction for sectoral/inter-sectoral programme development, design, planning, implementation, and management in a small to medium size country office structure.
 - Holds primary responsibility for formulation of sectoral programme objectives and the development of strategies and new approaches. The job requires excellent competency for technical leadership and programme management.
 - Holds shared responsibility for strategic recommendations and decisions on situation analysis, programme/project planning, implementation and evaluation, knowledge management, as well as administrative decision making on the use of funds and human resources.
 - Holds shared responsibility for strategic recommendations and decisions on situation analysis, programme/project planning, implementation and evaluation as well as administrative decision making on use of funds and human resources that have sufficient impact on sectoral project.
- Assumes primary responsibility for effective management of the sectoral section, including oversight/supervision of teams of project staff, financial accountability of funds and human resources management and development. The job requires strong competencies for planning, team leadership and **managing resources**

¹ The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

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QUALIFICATION and COMPETENCIES ([] indicates the level of proficiency required for the job.)

1. Education

Advanced university degree in Public Health and Nutrition (preferably with specialized training in public health and nutrition planning, health and nutrition education, health care system management, HIV/AIDS prevention, immunization, or epidemiology), Child Development, Social Policy, Social Development, Community Development, or other relevant disciplines.

2. Work Experience

Eight years of professional work experience at the national and international levels in planning, programming, implementation monitoring and evaluation of health and nutrition programmes including those relevant to child survival, health & nutrition. Professional work experience in a managerial position, or a technical expert position in health, nutrition, and child survival & health care.

- Developing country work experience.
- Background/familiarity with Emergency.
- Experience in working in lower to higher middle-income countries and fundraising for scaling up programmes
- Experience in working on advocacy, and systems strengthening including influencing budgeting of government and innovation
- Engagement with private sector for strategic advocacy and engagement

3. Language Proficiency

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

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

or

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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)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

5. Technical Knowledge² []

a) Specific Technical Knowledge Required (for the job) []

(Technical knowledge requirements specific to the job can be added here as required.)

- Expert knowledge of the technical areas of UNICEF programmes
- Expert technical leadership and knowledge of theories, principles and methods in the combination of a diverse fields of the following:

Public Health & Nutrition, International Health & Nutrition, Public Health & Nutrition Policy and Management, Family and Community Health & Nutrition, Public Health & Nutrition Preparedness, Health & Nutrition Emergency Preparedness.

Nutritional Epidemiology, Nutrition Research, Biostatistics, Biochemistry, Sociomedical Sciences.

Health & Nutrition Education, Health & Nutrition Promotion and Disease Prevention, Educational Interventions in Health & Nutritional Care; PMPCT, Paediatric AIDS, malaria, WASH.

- Knowledge of the global commitment on aid effectiveness, including the Paris Declaration on Aid Effectiveness, the Accra Agenda for Action as well as knowledge of the Global Programme Partnerships (GPPs).

b) Common Technical Knowledge Required (for the job group) []

Knowledge of theories and practices in:

- Child and Maternal Nutrition and Health
- Nutrition and Health Promotion and Disease Prevention
- Public Health and Nutrition
- Educational Interventions in Health and Nutrition Care
- Environmental Health and Nutrition
- Knowledge Management
- Computer software application, including word processing, spreadsheet and corporate software packages

General knowledge of:

- Methodology of programme/project management
- Programmatic goals, visions, positions, policies and strategies in Health
- Knowledge of global health issues, specifically relating to children and women, and the current trends, methods and approaches.
- Policies and strategy to address national and global health issues, particularly relating to

² Reference to UNICEF and/or UN in terms of technical knowledge requirements (a and b above) are applicable only to those who are or have been the staff members of UNICEF or the UN common system.

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conflicts, natural disasters, and recovery.

- Emergency programme policies, goals, strategies and approaches.
- Gender and diversity awareness.

c) Technical Knowledge to be Acquired/Enhanced (for the Job) []

- Knowledge of the latest developments and technology in related fields.
- Knowledge of local conditions and country legislation relevant to UNICEF programmes
- UN policies and strategy to address international humanitarian issues and the responses.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines.
- UNICEF strategic framework for partnerships and collaborative relationships.