

TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Job Title	Nutrition Officer	Duty Station	Jakarta
Level	Level 2 (NOB)	Section	Nutrition
Duration (maximum 364 days)	364 days	Report to	Nutrition Specialist, P3, Post#114054
Estimated start date	1 September 2023		

ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE 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 favouritism. 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 fulfil 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 Officer will provide professional technical, operational, and administrative assistance throughout the programming process for *the overweight prevention programme* within the Country Programme, from development planning to delivery of results. In doing so, the incumbent implements a variety of technical and administrative programme tasks to facilitate programme development, implementation, programme progress monitoring, evaluation, and reporting of results.

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

- Conduct and update the situation analysis for *the overweight prevention programme* sector for the development, design, and management of nutrition related programmes/projects. Research and report on development trends (e.g., political social, economic, nutrition, health) for higher management use to enhance programme management, efficiency and delivery of results
- Contribute to the development and establishment of *the overweight prevention programme’s* goals, objectives, strategies, and results-based planning, through analysis of nutrition needs and areas for intervention.
- Contribute to advocacy efforts to support development and/or strengthening of nutrition-specific and nutrition-sensitive policies that can positively contribute to reducing the triple burden of malnutrition in Indonesia; and support development of programmes and activities *related to overweight prevention, and specifically to policies and interventions aiming to improve the food environment in Indonesia.*
- Provide technical and operational support throughout all stages of programming processes by executing and administering a variety of technical programme transactions; preparing materials and documentations, and complying with organizational processes and management systems, to support programme planning, results-based planning (RBM), and monitoring and evaluation of results.
- Prepare required documentations and materials to facilitate the programme review and approval process.

2. Programme management, monitoring and delivery of results.

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

3. Technical and operational support to programme implementation

- Conduct regular programme field visits and assessments, 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 nutrition-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 *overweight prevention* 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.

RECRUITMENT QUALIFICATIONS

Please refer to classification guidelines for [GS](#) or [NO/IP](#)

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 related field.

Work experience:

A minimum of two years of professional experience in one or more of the following areas is required: nutrition, public health, nutrition planning and management, food and nutrition security, overweight prevention, food environment, or maternal, infant and child health/nutrition care. The successful candidate is also expected to have strong skills in planning, implementing and monitoring programme, and performing communication and advocacy to support the development, or strengthening, of sectoral and cross-sectoral policies that can positively contribute to reducing the triple burden of malnutrition in Indonesia.

Experience in nutrition programme/project development in a UN system agency or organization is an asset.

Language proficiency:

English