

Job Description Type:	Specific Job Description	Region:	ESAR
Category:	NO (National Officers)	Country:	Malawi
Reason for Classification:	Reporting Change	Duty Station:	Lilongwe
Level:	NOB	Office:	Malawi
Title:	Nutrition Officer	Section:	Nutrition
Title Information in Parenthesis:	Micronutrients	Unit:	
CCOG Code:	1102	Case Number:	
UNICEF Code:	NUT	Post Number:	8747
Classified by:	Ravail Naveed	Classified Date:	3/12/2018

Organizational Context:	<p>UNICEF Malawi Country Programme (2019-2023) is aligned with the Government of Malawi's Growth and Development Strategy (MDGS 11) and the United Nations Development Assistance Framework (UNDAF). The program supports the Government of Malawi to meet its commitment to respect, protect and fulfil children's rights in line with international conventions and standards. The country program is guided by the principles of children's rights, equity, gender equality, inclusion and resilience, and supports evidence-based, integrative and innovative programming. The vision is that 'all girls and boys in Malawi, especially the most disadvantaged and deprived, realize their rights'. The program focuses on: early childhood (parenting, high-impact social services, early stimulation and learning), middle childhood and adolescence (learning, multi-sectoral services, active citizenship), communities (decentralized services and systems, community ownership, social norms), program effectiveness (monitoring, evaluation, HACT, Innovation, Social Protection and Social Policy and External Communication). The program is based on 'leaving no child behind', realizing 'rights for all children in Malawi'.</p>
Purpose of the Job:	<p>The Nutrition Officer profile will be used in UNICEF Malawi Country Office (MCO) where the Nutrition Programme is a component of the Country Programme and UNDAF. The Micronutrient Nutrition is an integral part of Early Childhood, Maternal and Adolescent Nutrition. Nutrition officer will contribute in leading MN program in overall strategic direction of country and Global Policy frame work.</p> <p>The Nutrition Officer provides professional technical, operational and administrative assistance throughout the programming process for the nutrition programmes/projects 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.</p> <p>The Nutrition Officer's principal supervisor is the Nutrition Specialist.</p> <p>The incumbent will operate in a matrix management model, where s/he will support different programme pillars and report to different supervisors depending on the pillar s/he supports. Irrespective of the pillar s/he supports, s/he will always maintain a technical reporting line to the Nutrition Specialist.</p> <p>Those who supervise the incumbent and are not the principal supervisor will be considered as the secondary supervisor.</p> <p>The principal supervisor will lead the performance review process. S/he will engage with the incumbent's secondary supervisor(s) for feedback. Ultimately, the principal supervisor will determine the final rating.</p> <p>(Please see matrix table in attached JD)</p>
Key functions, accountabilities and related duties/tasks:	<p>Summary of key functions/accountabilities:</p> <ol style="list-style-type: none"> <li>1. Support to programme development and planning</li> <li>2. Programme management, monitoring and delivery of results</li> <li>3. Technical and operational support to programme implementation</li> <li>4. Networking and partnership building</li> <li>5. Innovation, knowledge management and capacity building</li> </ol> <ol style="list-style-type: none"> <li>1. Support to programme development and planning</li> </ol> <p>Conduct and update the situation analysis for the programme sector(s) 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.</p> <p>Contribute to the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning, through analysis of nutrition needs and areas for intervention; and submission of recommendations for priority and goal setting.</p> <p>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.</p> <p>Prepare required documentations and materials to facilitate the programme review and approval process.</p> <ol style="list-style-type: none"> <li>2. Programme management, monitoring and delivery of results.</li> </ol>

Work closely and collaboratively with 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-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 sectoral 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 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 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 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.

Impact of Results:

1. Health and nutrition service delivery points in targeted districts have the capacity to deliver good quality MNCH, HIV and nutrition services for all children, and promote healthy behaviors.
2. Multi-sectoral: Relevant social services in health, nutrition, HIV, WASH and child protection are provided in schools and non-formal platforms, and linkages strengthened to relevant services in the community.
3. Communities: Communities are able to hold duty bearers accountable for the delivery of quality and resilient, child-friendly services.
4. Households & communities: Households and communities prepare for and are resilient to climate change and economic shocks, and are supported to overcome chronic vulnerabilities that affect children.

Competencies and level of proficiency required:

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

- Communication (II)
- Working with people (I)

Recruitment Qualifications:	<p>Drive for results (I)</p> <p>Functional Competencies:</p> <ul style="list-style-type: none"><li>Formulating strategies and concepts (I)</li><li>Analyzing (II)</li><li>Applying technical expertise (II)</li><li>Learning and researching (II)</li><li>Planning and organizing (II)</li></ul> <p>Education:</p> <p>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.</p> <p>Experience:</p> <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> <p>Language Requirements:</p> <p>Fluency in English is required. Knowledge of the local language of the duty station is considered as an asset.</p>
Attachments:	<p>8747 NOB Nutrition Officer (Micronutrients).doc</p> <p>Approval for Professional JDs.pdf</p> <p>NUTRITION.docx</p>

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