



SPECIFIC JOB PROFILE

I. Post Information

POST NUMBER/ CASE NUMBER: 125704
POST/CASE NUMBER OF SUPERVISOR:
 109824 Chief Field Operations, EPR & DDR
REASON FOR CLASSIFICATION: New
Position
REGION/DIVISION: LAC
COUNTRY: Venezuela
DUTY STATION: Caracas
OFFICE: Venezuela
SECTION: Programme
UNIT: Programme

CATEGORY: National Officer
PROPOSED LEVEL: NO-3
JOB TITLE: Nutrition Specialist (Cluster Coordinator)
Functional Code: EME
ICSC CCOG Code: IF

II. Strategic Office 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, 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.

UNICEF's program is guided by the Core Commitments for Children (CCCs) which set organizational, programmatic and operational commitments and benchmarks against which UNICEF holds itself accountable for the coverage, quality and equity of its humanitarian action and advocacy and which are mandatory for all UNICEF personnel.

Furthermore, UNICEF is committed to support Nutrition coordination through the cluster approach. Introduced as part of the humanitarian reform, the cluster approach, aims at ensuring clear leadership, predictability and accountability in international responses to emergencies by clarifying the division of labor among organizations and better defining their roles and responsibilities within the different sectors involved in the response. As a member of the IASC, UNICEF work along with national and local stakeholders (including national and local authorities, CSOs, and communities) to support Nutrition coordination and to improve the collective impact of humanitarian response.

Strategic office context :

UNICEF is implementing its new cooperation programme agreed with the Government of the Bolivarian Republic of Venezuela to contribute addressing national priorities and emerging needs faced by the most

vulnerable children. This also entails UNICEF's fulfillment of its Global responsibility as the lead Agency for the Nutrition Cluster, ensuring the six core functions of cluster coordination are applied to both preparedness and response with a humanitarian-development nexus approach within the framework of the Humanitarian Country Team of Venezuela.

Under the overall supervision of the Chief Field Operations, Emergency & DRR (Level 5), the Nutrition Specialist (Cluster Coordinator), with close technical guidance from the Chief of Health and Nutrition (Level 4), promotes cluster goals and objectives by coordinating the national cluster stakeholders ensuring they deliver on their agreed minimum commitments (see IASC Reference Module for Cluster Coordination at the Country Level, November 2012) and Inter-cluster coordination bodies established by the HCT/UNOCHA.

Purpose for the job:

The Cluster Coordinator provides leadership and facilitate the processes that will ensure a well-coordinated, adequate, coherent, effective and timely response by members of the Nutrition Cluster (NC). Manage cluster coordination team at national level and support other interagency coordination mechanisms at subnational level. This includes organizing regular meetings to coordinate the nutrition response and address common challenges, they provide strategic leadership and ensures that cluster members contact list is regularly updated with the support of Information Management Officer.

The post holder is entitle to raise nutrition cluster contributions and concerns to HCT/HC level. Under technical supervision of the chief of the Health & Nutrition section, he/she will have to articulate with the UNICEF Nutrition program teams, the Nutrition cluster partners and the Nutrition focal point of government to facilitate information exchange within and outside the cluster through website, shared drive, communication groups, nutrition bulletins and proactively engage in relevant strategic coordination mechanism on identified themes (Cash and Voucher assistance when possible, AAP, integration, humanitarian access etc.).

III. Key functions, accountabilities and related duties/tasks:

Supporting quality service delivery:

- Establish and maintain an appropriate humanitarian coordination mechanism.
- Convene and facilitate meetings of the cluster (and/or joint meetings with another cluster). Ensure that cluster meetings are well-managed and action and results-oriented, with decisions clearly communicated to relevant cluster partners and stakeholders. Ensure that meetings are managed in line with the Principles of Partnership.
- Facilitate agreement on an efficient division of labour and the assignment of responsibilities amongst cluster partners which takes account of their comparative advantages and complementarities. Designate focal points or working groups for specific issues where necessary.
- Coordinate and provide relevant inputs to the development and revision of the Flash Appeal/Humanitarian Response Plans. As a part of this process, ensure that gaps and duplications are identified and appropriately addressed.
- Ensure that all partners adhere to existing standards and guidelines.
- Ensure that inter-cluster priorities and crosscutting issues, including gender, HIV and environment; are fully integrated into the nutrition cluster strategy and nutrition cluster partner projects, in line with IASC guidance and international best practices with specific focus on ensuring cross-cutting issues are addressed in nutrition survey plans, methodologies, etc
- Strengthen inter-cluster coordination at national, particularly with Food Security & Livelihoods, WASH, Health and Education Clusters and Child protection area of responsibility (CP AOR) to facilitate a

comprehensive approach to addressing the issue of nutrition in Venezuela by regularly liaising with IM focal points and liaise with MEAL office to inform nutrition situation analysis .

- Supervise and guide the work of the Information Management Officer to maintain a functional Nutrition Cluster information management system; which includes Monthly Partner Reporting, Nutrition Partner database and 5W Matrixes; Capacity Mapping database to build complementarity of partner actions, avoiding duplication and gaps.
- Produce and share monthly Cluster nutrition monitoring reports to provide OCHA with precise and valuable information for tracking the advancement of the cluster strategy and the implementation of the national humanitarian response plan.
- Interact and share information, under the approval of the chief of UNICEF Health & Nutrition, with other clusters (including through inter-cluster coordination) humanitarian actors, government counterparts, and relevant authorities for operational planning, engagement, and active contribution of operational partners.
- Facilitate the enhancement of coordination capabilities among national authorities by collaborating with pertinent government counterparts to either reinforce or supplement existing coordination mechanisms.
- Promote flexibility within the cluster to respond to changes in the operating environment, evolving requirements, capacities and participation.
- Provide a platform to ensure that service delivery is driven by the agreed strategic priorities.

Strengthen national and local capacity

- Encourage participation of local and national actors in the Cluster activities and strategic decision-making, removing barriers to access.
- Contribute to the development of a capacity assessment and capacity strengthening strategy for the Cluster members and oversee implementation and harmonization of initiatives.

Informing strategic decision-making of the HC/HCT for the humanitarian response:

- Contribute to the design and update of multisectoral situation analysis including the formulation of needs assessments and gap analysis (across other sectors and within the sector) to ensure timely comprehensive and current data on maternal and child nutrition are available to guide policy humanitarian plans, design and management of nutrition programs/projects. Keep abreast of development trends to enhance program management, efficiency and delivery.
- Analyze address (emerging) gaps, obstacles, duplication, and cross-cutting issues.
- Establish prioritization, grounded in response analysis.

Technical and operational support for prioritization and planning:

- Ensure that the cluster covers all the identified and evolving sector needs of the affected population, and not only those that relate to the specific mandate of individual cluster members, including that of the Cluster Lead Agency/s.
- Support joint field missions, needs assessments and analysis among cluster partners and participate in joint inter-cluster needs assessment exercises as appropriate to ensure that identified needs, gaps and priorities are as evidence-based as possible in any given emergency context.
- Facilitate the development of an overall strategy and response plan for the cluster with linkages between disaster risk reduction, relief, resilience building and development. To the extent possible, ensure the strategy complements government policies and plans.

- Ensure that the response plan of the cluster is updated regularly according to evolving needs and that it establishes indicators by which performance of the cluster can be measured.
- Ensure that cluster strategies are adequately reflected in overall country strategies such as the HRP as well as in eventual Flash Appeals.
- In terms of inter-cluster coordination, identify issues of mutual interest and identify information which (i) should be proactively shared with other clusters, and (ii) should be acquired from other clusters to ensure a more effective overall response.
- Participate in emergency preparedness initiatives program development and contingency planning and/or to respond to emergencies in country or where designated. Coordinate and support cluster partners in inter-cluster initial rapid needs assessments (RNA), multi-cluster initial rapid assessments (MIRA), humanitarian needs overview (HNO), IPC analysis, etc, by identifying the appropriate partner for the assessments/surveys, ensuring that all partners using agreed cluster tools and provide relevant inputs (survey plans, tools, identification of needs, gaps, etc)
- Support Sub-national Interagency Fora Focal points and nutrition partners in the states to participate in nutrition need assessments and response planning.
- Coordinate all planned nutrition assessment by maintaining the database of all planned assessments and surveys.
- Coordinate and collaborate with other sectors to ensure nutrition assessments are conducted using standardized tools and methods.
- Coordinate cluster partners' and IMO to ensure that partners' survey/assessment plans, methodologies are in line with cluster priorities and standards, identify existing gaps and propose corrective actions;

Resource Mobilisation

- Clarify funding requirements, prioritization, and cluster contributions to HC's overall humanitarian funding considerations (FHV, CERF, etc).
- Following thorough and transparent consultation within the cluster, provide leadership and strategic direction in the assessment and prioritization of project proposals and common funding criteria for inclusion in Consolidated Appeals, Flash Appeals, CERF and ERF requests and other inter-agency funding appeals; ensure that agreed cluster strategies and priorities are adequately reflected in appeal documents. Ensure the implementation of the gender marker in appeals.
- In line with any agreed guidance for inter-agency funding appeals, establish mechanisms for accountable and transparent financial resource allocation within the cluster. Where possible work at the inter-cluster level to promote coherence amongst clusters.
- Ensure adequate Nutrition resource mobilization and advocacy, as well as equitably allocation for the effective functioning of the Cluster and its response. Clarify funding requirements, prioritization, and cluster contributions to HC's overall humanitarian funding considerations.

Knowledge management, Information management, Monitoring and evaluating performance:

- Ensure regular monitoring of nutrition in emergencies activities and coordination against strategy, agreed results and cluster indicators, including activity at operational level (quality, coverage, continuity and cost); and cluster coordination activities. Conduct analysis of best available information in order to monitor benchmark progress of the emergency response over time.
- Liaise with cluster partners with technical support from the IMO and section MEAL officer in the identification of quality gaps in regular reporting to the cluster. Take corrective actions, if needed.

- Ensure that updated and relevant cluster-specific information is included in general inter-cluster reporting including common web platforms, Situation Reports and other reporting mechanisms.
- Supervise and guide the work of the Information Management Officer to maintain a functional CP AoR Information Management system; which includes Monthly and Weekly Partner Reporting, CP Partner database and 5W Matrixes; Capacity Mapping database, Repository of CP Surveys, and AoR Website and Quaterly Response Response.
- Facilitate cluster agreement on what monitoring activities will be undertaken to review the impact of the sector's humanitarian response and ensure they are implemented. Make adjustments to the overall strategy and programming as appropriate.
- Regularly review the functioning of the cluster and encourage an atmosphere conducive to raising and addressing concerns.
- Help facilitate real time evaluations as relevant.
- Submit regular Cluster reports to OCHA and UNICEF in line with reporting requirements (monthly/quarterly).
- Coordinate, oversee and support data collection, analysis and sharing of child protection needs and capacities through coordinated assessments and secondary data reviews.
- Monitor the performance of the core cluster functions and Work with the Cluster partners to establish a solid cluster monitoring system.
- Recommend corrective action where necessary to ensure a more effectivy and quality Nutrition response.
- Support the documentation and sharing of best practices, lessons learnts and technical products between partners.
- Support analysis of existing CP data and studies to inform Nutrition programming and capacity building priorities.
- Identify gaps on knowledge and support iniciatives to fill the gap acoording to the experience and capacities of Nutrition structure.

Networking and partnership building.

- Build and sustain effective close working partnerships with nutrition sector government counterparts, national stakeholders and global partners/allies/donors/academia through active networking, advocacy and effective communication to build capacity and exchange knowledge/expertise to facilitate the achievement of program goals and social justice and equity for the rights of mothers, new-born and children.
- Explore and identify appropriate new partners to engage in nutrition in emergencies (NiE) and facilitate the active engagement of these agencies at national and/or at sub national level, focusing on partners with capacity to conduct rapid assessments, nutrition surveys, analysis, etc.
- Regularly liaise with the Sub-national cordination mechanisms to identify progress, gaps, bottlenecks and challenges in implementation of nutrition surveys/assessments/analysis, and propose corrective actions.
- Facilitate discussion and agreement on the use of common and ideally national standards and tools among cluster partners. Promote awareness of and adherence to relevant policy guidelines, codes of conduct and examples of good practice by all cluster partners, taking into consideration the possible need for local adaptation both in terms of language and content.

- Ensure to the extent possible that cluster partners use common standards and tools for information collection/sharing and data management, including in needs assessments and monitoring (while respecting principles of confidentiality and protection concerns).

Support robust and evidence-based advocacy:

- Together with cluster partners, identify core advocacy concerns for the sector and contribute key messages to the broader advocacy initiatives of the HC, the Cluster Lead Agency and other relevant actors. Where appropriate, develop a joint cluster/ inter-cluster advocacy initiative to raise the profile and needs of the cluster among in-country humanitarian donors. Encourage all cluster partners to include common/sector-wide issues, concerns and messages in their own communication activities.
- Undertake advocacy activities on behalf of cluster participants and the affected population.

Emergency Preparedness

- Building national capacity in Nutrition in Emergencies preparedness and contingency planning:
- Emergency response preparedness (ERP) according to the Venezuela coordination structure.
- Contingency planning/preparedness for recurrent disasters whenever feasible and relevant.
- Lead early warning, contingency planning, and emergency preparedness efforts for the AoR, ensuring adequate cluster participation in inter-cluster early warning, contingency planning and emergency preparedness activities.

Accountability to affected populations:

- Collaborate and/or consult with sectoral areas to ensure Accountability of Affected Populations in each core function of cluster.
- Build capacities on Accountability of Affected Populations.
- Support the integration of Accountability of Affected Populations mechanisms in Cluster response, from needs assessment, planning to implementation and monitoring.
- Be accountable to the affected population by establishing inclusive and consultative feedback mechanisms and encouraging the involvement of affected population in the response.
- Encourage partners to demonstrate a positive and systematic approach to inclusion and diversity

Cross-cutting themes

- Promote a people-centered approach including the Centrality of Protection; Child safeguarding and PSEA policies; GBV Risk Mitigation. disability, gender, gender-based violence (GBV) mitigation and response and HIV & AIDS, Humanitarian-Peace-Development Nexus, Indigenous Communities and afro-descendants, humanitarian cash transfers) in Cluster activities throughout the HPC, Promote child-inclusive responses within the whole humanitarian architecture.

IV. Impact of Results

The technical guidance and service provided by the Nutrition Officer (Cluster Coordinator), will enable efficiency and efficacy of program preparation planning and implementation of maternal and child nutrition in Humanitarian action, the result area 5 of the UNICEF Nutrition strategy programs/projects

and 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 for mothers and children that promotes greater social equity in the country.

This contributes to the predictability and accountability of humanitarian and development programming, in line with the aims of the cluster approach and IASC principles, and ensures that the program is well-coordinated, strategic, adequate, coherent, effective and builds the resilience of the affected population. It also contributes to maintaining and enhancing the credibility and ability of UNICEF to fulfil its commitments as Cluster Lead Agency, in line with the CCCs.

V. Competencies and level of proficiency required

<u>Core Values attributes</u>	<u>Core competencies skills</u>
<ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability • Sustainability 	<p>ii) Core Competencies (For Staff with Supervisory Responsibilities) *</p> <ul style="list-style-type: none"> • Nurtures, Leads and Manages People (1) • 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) <p><u>Coordination Competencies</u></p> <ul style="list-style-type: none"> • Applies Humanitarian Principles, Standards and Guidelines (1) • Applies Key Nutrition Concepts and Tools (1) • Operates Safely and Securely (1) • Demonstrates Commitment to a Coordinated Response (1) • Promotes Cooperation and Collaboration (1) • Demonstrates Accountability (1) • Promotes Inclusion (1) • Provides Influential and Strategic Leadership (1) • Analyses and Communicates Information (1) • Supports Resource Mobilization (1) • Advocates for Improved Nutrition Outcomes (1) • Monitors the Response (1) • Strengthens National Capacity to Respond and Lead (1)

VI. Recruitment Qualifications

Education	<ul style="list-style-type: none"> • An Advanced University degree in nutrition, public health, nutritional epidemiology, global/international health and nutrition, health/nutrition research, policy and/or
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	<p>management, health sciences, nutritional epidemiology, or another health-related science field.</p> <ul style="list-style-type: none"> • <i>*A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree</i> • Formal training in cluster coordination an advantage.
Experience	<ul style="list-style-type: none"> • A minimum five years of relevant professional work experience at the national and/or international levels in humanitarian response, programme/project development, planning, implementation, monitoring, evaluation, or administration is required. • Fieldwork experience is required. • Experience in emergency planning is highly desirable. • Experience in a UN organization or similar is an asset. • Proven ability to coordinate across multiple stakeholders is required. • Familiarity with children's rights and gender in the context of emergencies is desirable. • Excellent analytical and writing skills, advocacy, and presentational skills.
Language Requirements	<p>Fluency Spanish is required. Working knowledge of English is required. Knowledge of another official UN language (Arabic, Chinese, French or Russian) is an asset.</p>