

## TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT<sup>1</sup>

TA – Nutrition Officer NO-2, 364 days, Mongu District initially in Lusaka

### Purpose:

Under the supervision of the Nutrition Specialist, the incumbent will ensure to provide professional technical and operational assistance throughout the programming process for the SUN II programme, from development planning to delivery of results. In doing so, the incumbent will implement a variety of technical and administrative programme tasks to facilitate programme development, implementation, progress monitoring, evaluation, and reporting of results from Eastern and Muchinga Province.

### Responsibilities and 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. Support implementation of new approaches, including support to capacity building of partners and documentation of experiences in the implementation of those approaches

#### 1. Support to programme development and planning

- Conduct and update the situation analysis for the programme sector(s) for the development, design and management of Scaling Up Nutrition programme. Research and report on development trends (e.g. political social, economic, nutrition, health) for national office use to enhance programme management, efficiency and delivery of results.
- Contribute to the development and establishment of Provincial SUN II 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 in line with agreed SUN II package of interventions.
- 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.

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<sup>1</sup> AI2016-005 notes that for TA Job descriptions / terms of reference, existing Generic Job Profile (GJP) shall be used as a basis for determining the level and requirements of the function. Where no GJP applies, detailed terms of reference describing the work to be performed shall be written. This template serves for that purpose.

## **2. Programme management, monitoring and delivery of results.**

- Work closely and collaboratively with colleagues within UN and SUN II partners to discuss operational and implementation issues. Provide solutions, recommendations and/or alert appropriate UNICEF national office for higher-level intervention and/or decision-making.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with the government (NFNC, line ministries and PNCC/DNCCs), UN and SUN II partners to assess SUN II programme and to report on required action and interventions at the higher level of programme management.
- Monitor and report on the use of SUN II 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 SUN II programme/project reports for management, donors and partners to keep them informed of programme progress. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned

## **3. Technical and operational support to programme implementation**

- Conduct regular programme field visits and performance assessments, and exchange information with partners and stakeholders within the province to assess progress and provide technical support. Take appropriate action to resolve issues and/or refer to national office for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Provide technical and operational support to line ministries, PNCCs, DNCCs, and NGO partners 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 line ministries, PNCCs and DNCCs and NGOs 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.
- Support development of communication and information materials for SUN II programme advocacy to promote awareness, establish partnership/alliances and support fund raising for maintaining partnerships.

## **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 line ministries and NGO stakeholders.

## Minimum Qualifications and Competencies

**Education:** A university degree in one of the following fields is required: nutrition, public health nutrition, nutritional epidemiology, global/international health and nutrition, nutrition research, policy and/or management, nutritional epidemiology, or another nutrition -related science field.

**Experience:** A minimum of two years of professional experience in Zambia in one or more of the following areas is required: nutrition, public health nutrition, nutrition planning and management, or maternal, infant and child health/nutrition care.

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

**Language Requirements:** Fluency in English is required. Knowledge of local language of the area of operation (Eastern and Muchinga provinces) is considered as an asset.

### Competency Profile:

#### Core Values (Required)

- Care
- Respect
- Integrity
- Trust and
- Accountability

#### Core Competencies (Required)

- Builds and maintains partnerships
- Demonstrates self-awareness and ethical awareness
- Drive to achieve results for impact
- Innovates and embraces change
- Manages ambiguity and complexity
- Thinks and acts strategically
- Works collaboratively with others
- Nurtures leads and manages people (applicable only for managers).