



**UNITED NATIONS CHILDREN'S FUND  
GENERIC JOB PROFILE (GJP)**

**I. Post Information**

Job Title: **Health and Nutrition Officer**  
Supervisor Title/ Level: **Programme Specialist, Health, and Nutrition Specialist / Head of Section**  
Organizational Unit: **Programme**  
Post Location: **Maldives Country Office**

Job Level: **Level 1**  
Job Profile No.:  
CCOG Code: **1102**  
Functional Code: **NUT**  
Job Classification Level: **Level 1**

**II. Organizational 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.

**Job Organizational Context:**

The Health and Nutrition Officer will work for the UNICEF Maldives Country Office (MCO) and report to the Health, Nutrition and Child Development Specialist.

**Purpose for the job:**

The Health and Nutrition Officer provides professional technical, operational and administrative assistance throughout the programming process to the Health & Nutrition programme and projects. The incumbent applies theoretical and technical skills in researching, collecting, analyzing, and presenting technical programme information to support the development and formulation of the Health & Nutrition Programme within the Country Programme, while learning organizational rules, regulations and procedures.

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

## **Summary of key functions/accountabilities:**

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

- Research and analyze regional and national political, health, nutritional, social and economic development trends. Collect, analyze, verify, and synthesize information to facilitate programme development, design and preparation.
- Prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevancy of information.
- Facilitate the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning, through analysis of health and nutrition needs and areas for intervention, as well as submission of assessments for priority and goal setting.
- Provide technical and administrative 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 evaluating 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 to collect, analyze and share information on implementation issues. Suggest solutions on routine programme implementation and submit reports to alert appropriate officials and stakeholders for higher-level intervention and/or decisions. Keep records 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 sectoral reviews with the government and other counterparts, and prepare minutes and reports on results for follow up action by higher management and other stakeholders.
- 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 inputs for sectoral programme and donor reporting.

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

- Undertake 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 and donors on the application and understanding of UNICEF policies, strategies, processes, and best practices on health and 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 health and nutrition sector government counterparts and national stakeholders, (and for immunization), through active sharing of information and knowledge to enhance programme implementation and build capacity of stakeholders to deliver concrete and sustainable results.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for health and nutrition programme.
- Participate in appropriate inter-agency (UNCT) meetings and events on programming to collaborate with inter-agency partners/colleagues on UNCF operational planning and preparation of health and nutrition programmes/projects; and to integrate and harmonize UNICEF's position and strategies with the UNCF 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.

### **IV. Impact of Results**

The efficiency and efficacy of support provided by the Health and Nutrition Officer to the preparation, planning and implementation of health and nutrition programmes/projects contributes to and accelerates the national development efforts to improve the health, well- and nutritional status of mothers, infants, children and adolescents as well as youth in the country and this in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to continue to provide programme services to mothers and children that promotes greater social equity in the country.

### **V. UNICEF values and competency Required (based on the updated Framework)**

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### **i) Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

### **ii) Core Competencies\***

- Nurtures, Leads and Manages People (1)
- 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.

## **VI. Recruitment Qualifications**

Education:	University degree in one of the following fields is required: public health, nutrition, epidemiology, global/international health and/or nutrition, health/nutrition research, health/nutrition policy and/or management, health sciences, or another health or nutrition-related social science field.
Experience:	<p>A minimum of one year of relevant professional (health sector) experience in the country in one or more of the following areas is required: public health, health systems, nutrition, health and nutrition planning and management, or health services /maternal, infant and child health/nutrition care, in the health or nutrition setting.</p> <p>Professional work experience in a programme management function or a technical expert capacity in child survival, health care, or nutrition.</p> <p>Experience in health/nutrition programme/project development in a UN system agency or organization is an asset.</p>
Language Requirements:	Fluency in English & local language is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.