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| **I. Post Information** |
| Job Title: **Health & Nutrition Officer (sub national Nutrition Cluster Coordination)**Supervisor Title/ Level: **Chief of Field Office** Organizational Unit: **Programme** Post Location: **Myitkyina Field Office**Duration of the contract: 364 days, possibility of extension based on programme requirements and funding availability  | Job Level: **Level 2**Job Profile No.: 130591CCOG Code: **1I02**Functional Code: **HEL and** **NUT**Job Classification Level: **Level 2**  |

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| 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 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 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, nutrition, 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**: Under the direct supervision of the Chief field office and technical guidance from the national Nutrition Manager and the national cluster coordinator, the health, and nutrition Officer (sub-national Nutrition Cluster Coordination) will be based in Myitkyina field office. **Purpose for the job:** The Health & Nutrition Officer provides professional technical, operational, and administrative assistance throughout the programming process for the maternal, newborn, child health (MNCH), immunization and nutrition programmes/projects within the Country Programme, from development planning to delivery of results with particular focus on the sub-national nutrition cluster coordination for coordinated and harmonized nutrition response. In doing so, the incumbent implements a variety of technical and administrative programme tasks to facilitate programme development, implementation, data collection, programme progress monitoring, evaluation, and reporting of results. |

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| III. Key function, accountabilities and related duties/tasks  |
| **Summary of key functions/accountabilities:** 1. Humanitarian coordination and Information sharing
2. Support to programme development and planning
3. Programme management, monitoring and delivery of results.
4. Technical and operational support to programme implementation
5. Networking and partnership building
6. Innovation, knowledge management and capacity building
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| 1. **Humanitarian coordination and Information sharing**
* Representation in various health and nutrition coordination meetings among UN Agencies & humanitarian organizations at the field level such as general coordination meeting, inter-cluster coordination meeting, other cluster coordination meetings (protection, WASH, Food security, Health etc.) and ad-hoc meetings led by UNOCHA.
* Facilitate the health and nutrition information updates on 4 W’s (Who, What, Where and When) and health and nutrition response achievements according to the cluster reporting templates among the cluster partners in close coordination with national cluster coordinator and information management officer for identification of humanitarian gaps geographically and programmatically
* Lead regular sub-national coordination meetings with various stakeholders and respective counterparts for information sharing and situation updates on humanitarian nutrition activities among partners and provide technical support to have quality achievements and impacts to the children.
* With the support of National Coordinator, lead the sub-national emergency assessment among the nutrition partners (e.g MIRA) and provide technical support to partners as needed to identify key humanitarian activities and capacity gaps for nutrition according to the nature of emergencies.
* Support on contingency health and nutrition supplies storage, distribution and replenishment at field level jointly with field logistic associates according to the requirements and evolving situations in close collaboration with supplies focal at national level
* Participate and provide inputs from the field to the Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP) developments.
* Provide technical supports on health and nutrition for the strategic selections of project proposals to the country-based pooled fund (e.g Myanmar Humanitarian Funds) jointly with national coordinator, partners and participating in those project review meetings and monitoring visits
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| 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 health and 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 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.
* 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 documentation and materials to facilitate the programme review and approval process.
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| 1. **Programme management, monitoring and delivery of results.**
* 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 respective authorities 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.
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| 1. **Technical and operational support to programme implementation**
* Conduct regular programme field visits 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.
* Conduct regular monitoring and supervision to the UNICEF programme and project activities to the implementing partners including remote programme monitoring visits and provide suggestions and feedback on the partner review meetings and new project developments for high achievement on the delivery of results for children including Third-party monitoring visits.
* Provide technical and operational support to respective authorities and 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.
* Provide technical support to the implementing partners related with health and nutrition and identify the area of improvements and capacity gaps among partners for better quality implementation of the programme activities.
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| 1. **Networking and partnership building**
* Build and sustain effective close working partnerships with health and nutrition sector 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.
* Provide sub-national level inputs for 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 AWP operational planning and preparation of nutrition programmes/projects, and to integrate and harmonize UNICEF’s position and strategies.
* Build and sustain relationships with potential partners for new partnership development on health and nutrition to reduce childhood health and nutrition morbidity and mortality at the sub-national level.
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| 1. **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.
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| IV. Impact of Results  |
| The efficiency and efficacy of support provided by the Health and Nuttrition Officer to the preparation, planning and implementation of the programmes/projects contributes to and accelerates the national development efforts to improve the health and nutritional status of mothers, infants and children 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. |

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| **V. UNICEF values and competency Required (based on the updated Framework)** |
| **i) Core Values** * Care
* Respect
* Integrity
* Trust
* Accountability
* Sustainability

**ii) Core Competencies \**** 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)
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| **VI. Recruitment Qualifications** |
| 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 health-related science field. |
| Experience: | At least two years of professional experience in a developing country context 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. Experience of facilitating cluster coordination mechanisms is required.Experience in health/nutrition programme/project development in a UN system agency or organization is an asset.Prior experience of working in Kachin or similar conflict-affected areas is an asset. |
| Language Requirements: | Fluency in English and Myanmar languages is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset. |