



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

I. Post Information

Job Title: **Chief, Nutrition**
Supervisor Title/ Level: **Deputy Representative P5**
Organizational Unit: **Programme**
Post Location: **Guatemala Country Office**

Job Level: **Level 4**
Job Profile No.:
CCOG Code: **1102**
Functional Code: **NUT**
Job Classification Level: **Level 4**

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: UNICEF Guatemala seeks a Nutrition Chief to consolidate and expand the nutrition and health programme, with a focus on the reduction of all forms of malnutrition and the improvement of health and nutrition results for children, adolescents and women.

Purpose for the job:

The Chief, Nutrition reports to the Deputy Representative for general guidance and direction. The Chief is responsible for managing and supervising all stages of the nutrition programme, from strategic planning and formulation to delivery of results. The Chief is also responsible for leading and managing the Nutrition team. The Chief is accountable for ensuring that concrete and sustainable results in maternal, infant and child nutrition programmes are achieved in accordance with plans, allocation, results based-management approaches and methodology (RBM), as well as UNICEF's Strategic Plans, standards of performance, and accountability framework.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Managerial leadership**
2. **Programme development and planning**
3. **Programme management, monitoring and delivery of results**
4. **Advisory services and technical support**
5. **Advocacy, networking and partnership building**
6. **Innovation, knowledge management and capacity building**

1. **Managerial leadership**

- Establish the section's annual work plan with the nutrition team, and set priorities and targets. Monitor work progress and ensure results are achieved according to schedule and performance standards.
- Establish clear individual performance objectives, goals and timelines; and provide timely guidance to enable the team to perform their duties responsibly and efficiently. Plan and ensure timely performance management and assessment of the team.
- Supervise team members by providing them with clear objectives, goals, direction, and guidance to enable them to perform their duties responsibly, effectively and efficiently.

2. **Programme development and planning**

- Plan and provide technical guidance and operational support to the preparation, design and updating of the situation analysis to ensure comprehensive and current data on maternal and child nutrition is available to guide policy development and design and management of nutrition programmes.
- Keep abreast of development trends to enhance programme management, efficiency and delivery to achieve sustainable, effective and equitable maternal, newborn and child health and nutrition programme results.
- Prepare, coordinate and supervise the formulation and design of nutrition programme/project recommendations and related documentations as a component of the Country Programme, establishing clear programme goals, objectives, strategies, and results based on results-based planning terminology and methodology (RBM).
- Evaluate the programme recommendation to ensure the alignment of nutrition programmes with the overall UNICEF Strategic Plan, Country Programme, the UN Development Assistance Framework (UNDAF), regional strategies, as well as national priorities, plans and competencies.
- Consult and collaborate with colleagues and partners to provide technical and operational support on programme planning, management and implementation, to ensure integration, coherence and harmonization of programmes/projects with UNICEF Strategic Plans; donors' development strategies and policies ; country level national priorities and competencies, and UN system development interventions and initiatives.

3. **Programme management, monitoring and delivery of results**

- Plan and/or collaborate with colleagues and external partners to establish monitoring

benchmarks, performance indicators, and other UNICEF/UN system indicators and measurements to assess and strengthen performance accountability, coherence and delivery of concrete and sustainable results in nutrition programmes.

- Participate in monitoring and evaluation exercises, programme reviews and annual health reviews with the government and other counterparts to assess progress and to determine required action/interventions to achieve results.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths and/or weaknesses in programme management.
- Identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor programmes and projects to assess progress, identify bottlenecks and potential problems; and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Plan, monitor and certify disbursements and control the optimum and appropriate use of programme resources (financial, administrative and other assets), confirming compliance with organizational rules, regulations, procedures, standards of accountability and integrity and donor commitments. Ensure timely reporting and liquidation of resources.
- Prepare mandated and key programme/project reports for donors and other partners to keep them informed of programme progress.

4. Advisory services and technical support

- Provide advice to key government officials, NGO partners, UN system partners and other country office partners/donors on policies, strategies, best practices and approaches on nutrition-related issues to support programme development planning, management, implementation, and delivery of results.
- Participate in strategic programme discussions and planning to provide technical advice, contribute to policy discussions and agendas, and promote health/nutrition interventions, especially in the areas of gender, emergency preparedness and maternal, newborn and child health and nutrition.
- Prepare policy papers, briefs and other strategic programme materials for management use, information and/or consideration.
- Participate in emergency preparedness initiatives for programme development, contingency planning and/or to respond to emergencies in country or where designated

5. Advocacy, networking and partnership building

- Build and strengthen strategic partnerships with nutrition/health sector government counterparts, national stakeholders, global partners, allies, donors, and academia, through active networking, advocacy and effective communication. Build capacity, exchange knowledge and expertise, and/or promote cooperation and alliances to achieve programme goals on maternal and child rights as well as social justice and equity.
- Prepare communication and information materials to highlight programme goals, achievements and/or needs to promote awareness, establish partnerships/alliances and

support fund raising for nutrition programmes (maternal, infant and child survival and development).

- Participate and/or represent UNICEF in appropriate inter-agency (UNCT) discussions and planning on nutrition-related issues to ensure organizational position, interests and priorities are fully considered and integrated in the UNDAF process in development planning and agenda setting. Collaborate with inter-agency partners/colleagues on UNDAF planning and preparation of nutrition programmes/projects.

6. Innovation, knowledge management and capacity building

- Promote critical thinking, innovative approaches and good practices for sustainable nutrition programme/project initiatives through advocacy and technical advisory services.
- Keep abreast, research, benchmark, and implement best and cutting edge practices in health management and information systems. Institutionalize and share best practices and knowledge learned.
- Contribute to the development of policies and procedures and introduce innovation and best practices to ensure optimum efficiency and efficacy of sustainable programmes and projects.
- Organize, plan and/or implement capacity building initiatives to enhance the competencies of clients and stakeholders to promote sustainable results on health/nutrition related programmes/projects.

IV. Impact of Results

The efficiency and efficacy of support provided by the Chief, Nutrition to the preparation, planning and implementation of nutrition programmes/projects contributes to and accelerates the national development efforts to improve the nutritional status of mothers, infants and children in the country. 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 promote greater social equity in the country.

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

i) Core Values

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

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (2)
- 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)

*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

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| Education: | An advanced 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: | A minimum of eight 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. Experience in health/nutrition programme/project development and management in a UN system agency or organization is an asset. |
| Language Requirements: | Fluency in English and Spanish is required. Knowledge of another official UN language (Arabic, Chinese, French or Russian) is an asset. |