

UNITED NATIONS CHILDREN'S FUND

GENERIC JOB PROFILE

JOB TITLE: Health & Nutrition Specialist JOB LEVEL: Level 3 REPORTS TO: Head of Field Office; Chief Health & Nutrition LOCATION: Field (Country) Office	JOB PROFILE NO.: _____ CCOG CODE: ___ 1103n _____ FUNCTIONAL CODE: ___HNN___ JOB CLASSIFICATION _____
--	--

PURPOSE OF THE JOB

Health & Nutrition Specialist is responsible for the development, planning, implementation, monitoring and evaluation and administration of the Health & Nutrition programme within the country programme. Accountable for effective technical and programme support to facilitate the application and adaptation of UNICEF policies and strategies to achieve strategic priorities and objectives and expansion of UNICEF assisted Health & Nutrition interventions, including the attainment of the Millennium Development Goals agenda.

KEY END-RESULTS

1. Timely sectoral analysis, input, support and coordination contribute to the Situation Analysis and its periodic update for effective project planning, development and management, in partnerships with key stakeholders and with contribution of knowledge institutions.
2. Quality contributions are made to the development and implementation of Integrated Health & Nutrition strategies and approaches through participation and collaboration with internal and external partnership. Partnerships with global funds, multilateral and bilateral agencies and development banks, as well as relations with the private sector enhanced and exploited efficiently, in order to formulate common advocacy position and influence allocation of resources, as well as investment decisions on behalf of Health and Nutrition.
3. Work plan and objectives are strategically established, implementation support is effectively provided, and planned results are timely delivered through application of technical expertise, in consultation with all relevant partners.
4. Project implementation progress is monitored and evaluated for adjustment, acceleration and improvement of program delivery and sustainability. Gender/sex disaggregated data and inputs provided, relevant to the Health and Nutrition programme.
5. Technical support is provided to government and NGOs and all other partners at various stages of the project implementation, monitoring and evaluation, including capacity building of government personnel and beneficiaries.
6. The capacities of Country Office staff are strengthened through effective capacity building support in the development, implementation and management of the Health & Nutrition programme and efficient communication is provided in building technical partnership with collaborative agency which can bring state-of-art information to staff.
7. UNICEF and Government and implementing partners accountability is ensured for supply and non-supply assistance and disbursement of programme funds for Health & Nutrition.
8. Effective working relationships with internal and external counterparts are kept maintained for advocacy, technical coordination, information sharing and knowledge networking.
9. Relevant and strategic information is kept available and shared with relevant stakeholders as required to support the Health & Nutrition Programme by the effective implementation of an integrated monitoring system.
10. Required programme/project reports are timely prepared and shared with relevant stakeholders as required in compliance with the established guidelines and procedures.
11. Emergency preparedness is maintained, and in emergencies, emergency responses with effective coordination are provided and in line with the Core Commitments for Children

UNITED NATIONS CHILDREN'S FUND

GENERIC JOB PROFILE

(CCCs) in Humanitarian Action, partnerships with the Health and Nutrition humanitarian actors strengthened within the Inter-Agency Standing Committee (IASC).

12. Other assigned duties and responsibilities are effectively accomplished.

KEY ACCOUNTABILITIES and DUTIES & TASKS

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

1. Timely sectoral analysis, input and support contribute to the Situation Analysis and its periodic update for effective project planning, development and management.

Contributes to the preparation of the Situation Analysis by compiling, analysing and evaluating information and providing the technical input and support to Health & Nutrition interventions and its periodic update. Prepares sectoral input to the Country Programme Document and all related documents (e.g., Country Programme Recommendation, Plans of Action, Country Programme Summary Sheet). **Contributes to the consultation and coordination with key partners at all levels.**

2. Quality technical contributions are made to the development and implementation of Integrated Health & Nutrition strategies and approaches through participation and collaboration with internal and external partnership.

Works with other UNICEF sectors, particularly Health, Nutrition, CSD, HIV/AIDS, WASH and programme communication to ensure integration of the Health & Nutrition programme with other sectors. **Contributes to build on intersectoral experience and establish partnerships to promote innovative approaches to address immediate and underlying determinants of maternal, newborn and child health and nutrition, recognizing that health and nutrition outcomes are not the results of action in the health and nutrition sectors alone.**

Participates with UNICEF, Government, non-government organizations (NGOs) and other partners in the development of strategies and approaches relating to Health & Nutrition. Monitors status to ensure achievement of strategic results in line with agreed Annual and Country Programme objectives and adopts corrective action to meet programme/project objectives.

Contributes to the identification and introduction of new approaches, methods and practices in project management for improving programme delivery with emphasis on sustainability of intervention and community participation.

3. Work plan and objectives are strategically established, implementation support is effectively provided, and planned results are timely delivered through application of technical expertise.

As functional leader of the Health & Nutrition group, exercises technical and programme management leadership for the development and implementation of the results-based sectoral work plan and objectives as well as for administration and monitoring of sectoral project activities, consistent with the defined project strategic priorities and approaches.

Ensures objectives and targets are timely achieved, through full coordination between activities **and collaboration with implementing partners**, by providing guidance and support to staff of Health & Nutrition.

4. Project implementation progress is monitored and evaluated for adjustment, acceleration and improvement of program delivery and sustainability.

Undertakes field visits to monitor programmes, as well as participates in periodic programme reviews with government counterparts and other partners. Identifies necessary action for programme adjustments. Provides technical advice and support to government officials and implementing partners in the planning and management of the Health & Nutrition interventions and ensures their sustainability. **Support maintenance of information system for monitoring gender sex aggregated data.**

5. Technical support is provided to government and NGOs at various stages of the project implementation, monitoring and evaluation, including capacity building of government

UNITED NATIONS CHILDREN'S FUND

GENERIC JOB PROFILE

personnel and beneficiaries.

Provides technical support to government and NGOs in the planning, development, implementation, and evaluation stages of the programmes/projects.

Identifies training needs; designs and conducts training and orientation activities for government personnel and beneficiaries and other relevant partners, for the purpose of capacity building, sustainability of programme/projects and expansion of coverage of services.

6. The capacities of Country Office staff are strengthened through effective capacity building support in the development, implementation and management of the Health & Nutrition programme.

Designs and implement a staff training/development programme to upgrade the capacity of the Country Office staff with regard to competencies for technical requirements as well as for the programme development, implementation and management of Health & Nutrition programme. Conducts relevant orientation, workshop, training and staff learning/development activities, including relying on technical partnership with collaborating agencies to provide state –of the –art -technical information to staff.

7. UNICEF and Government accountability is ensured for supply and non-supply assistance and disbursement of programme funds for Health & Nutrition.

Coordinating with Operations and Supply staff on supply and non-supply assistance activities, ensures UNICEF, Government partner and all implementing partners accountability. Certifies disbursements of funds, ensuring those activities are within established plans of action and programme budget allotments; and to orientate and train Government and UNICEF implementing partners in UNICEF supply and non-supply policies and procedures. Monitors the overall allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Submits financial status reports to management in compliance with the regulations and guidelines.

8. Effective working relationships with internal and external counterparts are kept maintained for advocacy, technical coordination, information sharing and knowledge networking.

Coordinates activities and exchanges information and knowledge with other programmes to contribute to achievement of overall country programme objectives. Builds up effective monitoring, knowledge database/network and reporting systems to ensure the availability of current and accurate programme information/data, and contributes to the development of communication materials and strategies to support advocacy and community participation for Health & Nutrition; and to widen partnership with all stakeholder at national, regional, district, community and household levels as well as with funding partners including the private sector in order to accelerate achievement of Health and Nutrition related MDGs goals.

Facilitates partnership and collaboration with external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate relevant data, and to exchange information on programme/project development and implementation. Facilitates exchange of knowledge, information, experience and lessons learned.

9. Relevant and strategic information is kept available to support the Health & Nutrition Programme by the effective implementation of an integrated monitoring system.

In collaboration with monitoring and evaluation and program communication colleagues, conducts accurate and timely monitoring and data collection, and supports an integrated monitoring system, in consultation with all relevant stakeholders.

Coordinates with partners to ensure that monitoring systems are properly designed, and that data collection and analysis from field visits are coordinated and standardised across programmes to feed into to programme performance monitoring.

Provides assistance for evaluation exercises, programme mid-term review, annual sector review and preview meetings with Government counterparts and all other relevant partners. Analyses and evaluates monitoring data, ensures achievement of objectives and proposes corrective measures as appropriate.

10. Required programme/project reports are timely prepared in compliance with the established guidelines and procedures.

UNITED NATIONS CHILDREN'S FUND

GENERIC JOB PROFILE

Contributes to the timely preparation of annual sector status reports **and shares information with relevant partners as required** in compliance with the established guidelines and procedures. Participates in the preparation of all programme reports for management, Board, donors, budget reviews, programme analysis, and annual reports.

11. Emergency preparedness is maintained, and in emergencies, emergency responses with effective coordination are provided.

Supports emergency preparedness plan relating to Health & Nutrition. In case of emergency, assists in monitoring and assessing the nature and extent of the emergency in the assigned area, as required. Provides assistance to the Country Office in identifying where support is required. **In line with the Core Commitments for Children (CCCs) in Humanitarian Action, strengthens partnerships with the Health and Nutrition humanitarian actors within the Inter-Agency Standing Committee (IASC).**

12. Other assigned duties and responsibilities are effectively accomplished.

Assumes any other duties and responsibilities assigned as appropriate to the purpose of this post, and delivers the results as required.

JOB GRADE FACTORS ¹

- P3/NOC** - Typically, as the functional leader of a sectoral group, provides technical leadership, guidance and direction for sectoral and inter- sectoral programme development, design, planning, implementation, and administration of specific project activities within a country programme in a small to medium size country office structure.
- As a seasoned professional technical specialist, the incumbent is held accountable for timely and effective technical contribution to the preparation of situation analysis, programme documents, programme strategy, planning, implementation, monitoring and reporting..
 - As head of Health & Nutrition group, holds primary responsibility for the achievement of sectoral programme priorities and objectives consistent with the established strategy.
 - Holds contributory responsibility for strategic recommendations and decisions on situation analysis and programme/project strategy development.
 - Assumes primary responsibility for effective management of the sectoral cluster, including oversight/supervision of project staff, financial accountability of funds and human resources management and development.

QUALIFICATION and COMPETENCIES ([] indicates the level of proficiency required for the job.)

• **Education**

Advanced university degree in Public Health and Nutrition, Child Development, Water Sanitation, Public Administration, Social Policy, Social Development, Community Development, or other relevant disciplines.

• **Work Experience**

Five years of professional work experience at the national and international levels in planning, programming, implementation monitoring and evaluation of technical cooperation programmes related to Health and Nutrition. Professional work experience in a managerial position, or a technical expert position in child survival & development, health and nutrition care. Developing country work experience (for IP) or field work experience (for NO) Background/familiarity with Emergency.

¹ The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

3. Language Proficiency

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

4. 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 (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)

or

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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.

5. Technical Knowledge² []

a) Specific Technical Knowledge Required (for the job) []

(Technical knowledge requirements specific to the job can be added here as required.)

² Reference to UNICEF and/or UN in terms of technical knowledge requirements (a and b above) are applicable only to those who are or have been the staff members of UNICEF or the UN common system.

UNITED NATIONS CHILDREN'S FUND

GENERIC JOB PROFILE

- Knowledge of the technical areas of UNICEF programmes (e.g., PMTCT, HIV/AIDS, malaria, WASH, EPI)
- Knowledge of theories, principles and methods in the selective fields of the following:
Public Health & Nutrition, International Health & Nutrition, Public Health & Nutrition Policy and Management, Child-Neonatal and Maternal Health & Nutrition Care, Family and Community Health & Nutrition, Health & Nutrition System Management, Public Health & Nutrition Preparedness, Health & Nutrition Emergency Preparedness, Nutritional Epidemiology, Nutrition Research, Health & Nutrition Education, Health & Nutrition Promotion and Disease Prevention, Educational Interventions in Health & Nutritional Care.
- Knowledge of the global commitment on aid effectiveness, including the Paris Declaration on Aid Effectiveness, the Accra Agenda for Action as well as knowledge of the Global Programme Partnerships (GPPs).

b) Common Technical Knowledge Required (for the job group) []

Knowledge of theories and practices in:

- Child and Maternal Nutrition and Health
- Nutrition and Health Promotion and Disease Prevention
- Public Health and Nutrition
- Educational Interventions in Health and Nutrition Care
- Environmental Health and Nutrition
- Knowledge Management
- Computer software application, including word processing, spreadsheet and corporate software packages
- Gender equality and diversity awareness

General knowledge of:

- Methodology of programme/project management
- Programmatic goals, visions, positions, policies and strategies in Health & Nutrition
- Knowledge of global health and nutrition issues, specifically relating to children and women, and the current trends, methods and approaches.
- Policies and strategy to address national and global health and nutrition issues, particularly relating to conflicts, natural disasters, and recovery.
- Emergency programme policies, goals, strategies and approaches.

c) Technical Knowledge to be Acquired/Enhanced (for the Job) []

- Knowledge of the latest developments and technology in related fields.
- Knowledge of local conditions and country legislation relevant to UNICEF programmes
- UN policies and strategy to address international humanitarian issues and the responses.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines.
- UNICEF strategic framework for partnerships and collaborative relationships.