

VACANCY ANNOUNCEMENT

Health & Nutrition Specialist (Programme / Cluster Coordinator) P3, FT RDM24028 Gaziantep, Türkiye

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.

At UNICEF, we are committed, passionate, and proud of what we do. Promoting the rights of every child is not just a job – it is a calling.

UNICEF is a place where careers are built: we offer our staff diverse opportunities for personal and professional development that will help them develop a fulfilling career while delivering on a rewarding mission. We pride ourselves on a culture that helps staff thrive, coupled with an attractive compensation and benefits package.

Visit [our website](#) to learn more about what we do at UNICEF.

For every child, Hope

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.

Organizational Context:

Under the supervision of the Health & Nutrition, Manager, P4, the Health & Nutrition programme/Cluster Specialist, P3, is responsible for providing support to cluster coordination and programme design, development and monitoring of the UNICEF humanitarian response programme in the northwest Syria.

Purpose for the job:

The post will coordinate the nutrition cluster work to ensure a well-coordinated, strategic, and adequate response by all cluster members. The Health & Nutrition Specialist Programme / cluster is accountable for the effective running of the nutrition cluster operations in northwest Syria. The Health & Nutrition Specialist Programme / cluster will provide leadership and representation of the Cluster/ Working Group at the central and sub-national levels. They will facilitate the processes that will ensure a well-coordinated, strategic, adequate, coherent, and effective

response by participants in the sub-national Cluster/ Working Group that is accountable to those who are affected by the emergency. In their effort to provide an efficient and effective response to the humanitarian crisis, the Health & Nutrition Specialist Programme/cluster is responsible for building relationships with stakeholders, securing the overall coordination of sectoral responses, ensuring inter-sectoral collaboration at the sub-national level, and ensuring adequate coordination with the national level. The Health & Nutrition Specialist Programme/cluster will coordinate all the nutrition technical working groups and work closely with the information management officer to ensure all data for the cluster members are updated.

How can you make a difference?

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, analyzing, and evaluating information and providing the technical input and support to Health & Nutrition interventions and its periodic update.
 - Prepares sectoral input to the humanitarian Programme. 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 establishing 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 and accountability to the affected population by establishing inclusive and consultative feedback mechanisms and encouraging the involvement of affected population in the response.
 - Participates with UNICEF, defacto authorities, non-government organizations (NGOs) and other partners in the development of strategies and approaches relating to Health & Nutrition and building their capacity to adhere to the child safeguarding and PSEA policies including procedures for challenging and reporting incidents and ensure other members of the coordination team comply.
 - 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 plans and objectives are strategically established, implementation support is effectively provided, and planned results are timely delivered through the application of technical expertise.
 - As the functional leader of the Health & Nutrition cluster 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 cluster activities and ensures their sustainability.
 - Supports maintenance of information system for monitoring gender sex aggregated data and improving the 5Ws.

5. Technical support is provided to government and NGOs at various stages of the project implementation, monitoring and evaluation, including capacity building of government personnel and beneficiaries.
 - Provides technical support to de-facto 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 provide technical support to sub-national Cluster/ Sector/ Working Group partners to ensure activities are aligned with national priorities and communities' needs.

6. The capacities of implementing partners and 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 partnerships with collaborating agencies to provide state-of-the-art -technical information to staff.
 - Ensures appropriate coordination and build partnerships with all relevant sector stakeholders at sub-national level including government counterparts and national authorities, local, national, and international organizations, other AoRs/ Clusters/Sectors/ Working Groups, and affected populations as appropriate.

7. UNICEF and de-facto authority's 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.
 - Orientates 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.

- Coordinates, collaborates, and represents the sub-national Cluster/ Sector/ Working Group with stakeholders across all sectors, including through inter-cluster coordination fora, developing cross-sectoral relationships as appropriate.
 - 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 standardized 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.
- 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 programmes 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) and Contribute to the development of a capacity assessment and capacity strengthening strategy for Cluster/ Sector/ Working Group members and oversee implementation and harmonization of initiatives,
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.

Impact of 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. Also, analyses need assessment data and work collaboratively with the sub-national Cluster/ Sector/ Working Group partners to create analytical products, including an HNO based on evidence-based information and engage with OCHA and other AoRs/ Clusters/ Sectors/ Working Groups to contribute to the development of the HRP, representing the concerns of the Cluster/ Sector/ Working Group at sub-national level.

2. Quality contributions are made to the development and implementation of Integrated Health & Nutrition and cluster 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. Ensure that sub-national Cluster/ Sector/ Working Group response planning is regularly updated according to evolving needs and that it establishes indicators by which performance of the sub-national Cluster/ Sector/ Working Group can be measured.
3. Work plan and objectives are strategically established, and implementation support is effectively provided, and planned results are timely delivered through the application of technical expertise, in consultation with all relevant partners and ensure that the inclusion of cross cutting issues (age, child protection, disability, gender, gender-based violence (GBV) mitigation and response) in sub-national Cluster/ Sector/ Working Group activities throughout the HPC.
4. Technical support is provided to de-facto authorities, NGOs and implementing partners at various stages of the project implementation, monitoring and evaluation, including capacity building of government personnel and beneficiaries.
5. The capacities of nutrition cluster members 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 and encourage participation of local and national actors in sub-national Cluster/ Sector/ Working Group activities and strategic decision-making, removing barriers to access .
6. UNICEF and defacto authorities and implementing partners accountability is ensured for supply and non-supply assistance and disbursement of programme funds for Health & Nutrition.
7. Effective working relationships with nutrition cluster members and other partners including internal stakeholders are kept maintained for advocacy, technical coordination, information sharing and knowledge networking.
8. 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.
9. Required programme/project reports are timely prepared and shared with relevant stakeholders as required in compliance with the established guidelines and procedures.
10. Emergency preparedness is maintained, and in emergencies, emergency responses with effective coordination are provided and in line with the Core Commitments for Children (CCCs) in Humanitarian Action, partnerships with the Health and Nutrition humanitarian actors strengthened within the Inter-Agency Standing Committee (IASC). Also, lead the early warning, contingency planning, and emergency preparedness efforts for the sub-national Cluster/ Sector/ Working Group, ensuring adequate cluster participation in inter-cluster early warning, contingency planning, and emergency preparedness activities.
11. Other assigned duties and responsibilities are effectively accomplished.

To qualify as an advocate for every child you will have...

The following minimum requirements:

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

For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)

The UNICEF competencies required for this post are...

- (1) Builds and maintains partnerships.
- (2) Demonstrates self-awareness and ethical awareness.
- (3) Drive to achieve results for impact.
- (4) Innovates and embraces change.
- (5) Manages ambiguity and complexity.
- (6) Thinks and acts strategically.
- (7) Works collaboratively with others.
- (8) *Nurtures, leads, and manages people [for a supervisory role].*

Familiarize yourself with [our competency framework](#) and its different levels.

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](#), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

We offer a [wide range of benefits to our staff](#), including paid parental leave, time off for breastfeeding purposes [\[KR5\]](#), and [reasonable accommodation for persons with disabilities](#). UNICEF strongly encourages the use of flexible working arrangements.

UNICEF does not hire candidates who are married to children (persons under 18). UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. UNICEF is committed to promoting the protection and safeguarding of all children. All selected candidates will undergo rigorous reference and background checks

and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station is required for IP positions and will be facilitated by UNICEF. Appointments may also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Should you be selected for a position with UNICEF, you either must be inoculated as required or receive a medical exemption from the relevant department of the UN. Otherwise, the selection will be canceled.

Remarks:

As per Article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity.

UNICEF's active commitment to diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable **female candidates** are encouraged to apply.

Government employees who are considered for employment with UNICEF are normally required [\[LK6\]](#) to resign from their government positions before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.

UNICEF does not charge a processing fee at any stage of its recruitment, selection, and hiring processes (i.e., application stage, interview stage, validation stage, or appointment and training). UNICEF will not ask for applicants' bank account information.

All UNICEF positions are advertised, and only shortlisted candidates will be contacted and advance to the next stage of the selection process. An internal candidate performing at the level of the post in the relevant functional area, or an internal/external candidate in the corresponding Talent Group, may be selected, if suitable for the post, without assessment of other candidates.

Mobility is a condition of international professional employment with UNICEF and an underlying premise of the international civil service.

Additional information about working for UNICEF can be found [here](#).