



## SPECIFIC JOB PROFILE

### I. Post Information

**JOB TITLE:** Health Manager (Polio )  
**TITLE / POST NUMBER OF SUPERVISOR:**  
Chief of Health at the Nigeria Country Office  
**REGION/DIVISION:** WCARO  
**COUNTRY:** Nigeria  
**DUTY STATION:** Abuja  
**OFFICE:** Nigeria Country Office  
**SECTION:** Health

**CATEGORY:** IP (International Professional) – Fixed term  
**PROPOSED LEVEL:** P-5  
**JOB PROFILE NO.:** 0  
**FUNCTIONAL CODE:**  
**ICSC CCOG Code:**

### II. Strategic Office 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.

#### **Strategic office context :**

In 2024 alone, Nigeria reported over 11,000 cases of Acute Flaccid Paralysis (AFP) across all 774 Local Government Areas (LGAs). This data reflects key surveillance indicators, with notable metrics including a non-polio AFP rate of 12.1 and stool adequacy of 97%. Additionally, a total of 83 cases of circulating vaccine-derived poliovirus type 2 (cVDPV2) have been reported from AFP sources and environmental samples, highlighting areas of persistent transmission risk. Outbreak response efforts are widespread, with states conducting multiple rounds of nOPV2 vaccinations, and

significant gains have been observed in surveillance coverage, particularly in inaccessible regions. However, challenges persist, as 19% of reported AFP cases originate from insecure areas, presenting unique barriers to polio surveillance and response activities.

UNICEF Nigeria's current objective is to ensure every child is vaccinated with Polio vaccines every time it is offered, the current post will be managing all the Polio activities in at the national level and providing guidance to the State teams. All parents accept Polio vaccines to be administered to their children during all planned polio campaigns and during Routine Immunization activities.

**Purpose of the Position:**

The Senior Polio Programme Manager is responsible for leading national-level polio programme activities, providing guidance and support to teams at both federal and state levels. This role involves engaging with government counterparts and the national Emergency Operations Center (EOC), and leading UNICEF Nigeria Country Office efforts to stop cVDPV2 transmission by 2025.

Reporting to the Chief of Health, the Senior Polio Programme Manager holds accountability for the overall leadership and management of the polio programme at the national level. This includes setting policy direction, conducting high-level advocacy with local authorities, and ensuring program integration. Additionally, the role requires active representation at the EOC and close collaboration with senior WHO officials and other stakeholders.

The Senior Polio Programme Manager oversees high-level programme coordination and the comprehensive management of all aspects and phases of programme formulation, planning, design, implementation, and administration. All responsibilities align with the organization's goals, strategy, and priorities, in close coordination with technical leads at the Nigeria Country Office (NCO).

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

**1. Managerial Guidance, Policy Advice, and Coordination**

- Ensure the achievement of Polio Programme goals by providing overall senior level leadership and managerial guidance to senior-level programme teams at regional level in line with technical leads at NCO on policy direction, work plans, and control mechanisms.
- Provide expert technical and policy advice to the Chief of Health and Senior Management on programme strategies, planning, and courses of action; aligned with technical leads of strategic areas.
- Proactive and continuous programme implementation analysis to support evidence-based course correction.
- Utilize the latest knowledge and support documentation of best practices in polio emergency response programming to initiate new approaches and

develop methodologies that best meet goals and objectives, in consultation with technical leads.

- Collaborate with unit leads in NCO, Chief of Field offices/Chief of Field Service for overall coordination. Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavours and to coordinate financial and supply management requirements and accountability.

## **2. Knowledge Management and data**

- Develop a systematic approach to capturing lessons learned, best practices, and challenges from polio programme implementation.
- Guide the creation of case studies and success stories that highlight effective strategies for polio eradication.
- Ensure dissemination of these resources through newsletters, knowledge-sharing platforms, and program briefs to foster learning and replication of successes
- Use data analytics to pinpoint high-risk areas and inform targeted interventions, ensuring resources are strategically allocated.
- Guide the design of analytical reports and dashboards to track key performance indicators (KPIs) for polio programme activities, such as vaccination coverage and transmission trends.

## **3. Country Programme Development and Management**

- As the senior managerial position in the Office, hold direct accountability to the Chief of Health and senior Management for overall coordination, planning, development, and management of the Polio Programme in the Southern Region.
- Collaborate with technical leads at NCO and leadership to make key recommendations on funding of programmes, quality and acceptability of documentation, and deployment or redeployment of staff within the office.
- Promote the organization goals of UNICEF through advocacy and programmatic policy dialogue at local, national, regional, and international fora.
- Supervise and coordinate the preparation/updating of the Situation Analysis for the Polio Programme including critical areas such as SBC, capacity building, digital engagement, M&E. Enhance the identification/review of critical and innovative intervention points and measures by administering a consistent and transparent monitoring system.
- Contribute to the formulation of the Country Polio programme goals and objectives and develop strategies and implementation frameworks including exit strategy.

## **4. Rights-Based and Results-Based Programme Management Approach**

- Adopt a rights-based programme approach in the formulation of programme goals and objectives and development of strategies and implementation frameworks.
- Prepare and submit viable recommendations on project implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women.

## **5. Optimum Use of Programme Funds**

Oversee and establish programme work plans and monitor progress and compliance. Approve and monitor the overall allocation and disbursement of programme funds, ensuring they are properly coordinated, monitored, and liquidated.

## **6. Programme Monitoring and Evaluations**

- Undertake field visits to monitor and assess programme implementation and decide on required corrective action.
- Carry out a rigorous and transparent approach to evaluation and coordinate the major programme evaluation exercises.

## **7. National and Local Capacity Building/Sustainability**

Guide and assist to plan and organize training programmes for capacity building in consultation with ACO technical leads for system strengthening and programme sustainability.

## **8. Rights Perspective and Advocacy at the National, Community, and Family Levels**

Approach policy analysis from a children's and women's rights perspective and advocate at the government, community, and family levels.

## **9. Advocacy, Communication, and Networking through Partnership and Collaboration**

Promote partnership and collaboration with internal and external counterparts, including those of the UN and national partners, to improve the ability to collect and disseminate development data and information.

## **IV. Impact of Results / Key end results**

- Effective senior leadership with strong management and guidance to ensure high-level commitment between local authorities and strategic partners, achieving the Polio Programme goals in the Southern Region.
- Polio Programme management strengthened by collaborating with SBC section in NCO for effective knowledge management and system strengthening.
- Regular situation analysis prepared/updated, critical programme intervention points, measures or adjustments identified, and programme work plans and recommendations prepared in line with recommendations.
- Collaborate with technical leads at NCO and regional senior leadership at UNICEF and WHO, as well as local authorities, to ensure that a Rights-based and Results-based Management (RBM) approach is fully incorporated into all phases of programme and project planning. This will enhance the value and quality of programme/project strategy and implementation.
- Programme funds optimally used.

- Programme evaluations effectively designed and conducted, and the results disseminated in a timely fashion to stakeholders to improve programme performance.
- Commitment and institutional capacities of the national and local partners effectively gained and promoted with technical support from NCO technical leads.
- Rights perspective and advocacy at the national, community and family levels incorporated into policy analysis for establishing and elevating UNICEF's credibility in national and international policy debates.
- Effective advocacy, communication, and networking achieved through partnership and collaboration with GPEI partners and local authorities

**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
- Demonstrates Self Awareness and Ethical Awareness
- Works Collaboratively with others
- Builds and Maintains Partnerships
- Innovates and Embraces Change
- Thinks and Acts Strategically
- Drive to achieve impactful results
- Manages ambiguity and complexity

**VI. Recruitment Qualifications**

Education:	<ul style="list-style-type: none"> <li>• Advanced university degree in Public Health, Social Sciences, Public Administration, Public Policy, Social Development, Community Development, or other relevant disciplines.</li> <li>• Masters in Public Health or Equivalent course.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Ten years of relevant professional work experience at the national and international level in Programme</li> </ul>

	<p>development, polio programming, planning, implementation, monitoring, evaluation, public health emergencies etc);.</p> <ul style="list-style-type: none"><li>• Experience in management of technical support in health-related emergency and humanitarian preparedness and response.</li><li>• Experience in programme/project management, and UN policies and strategy.</li><li>• Experience in coordination of emergency response especially in polio eradication and complex humanitarian environment are an asset.</li><li>• International and developing country work experience and field work experience.</li><li>• Background/familiarity with polio programme, and Public Health Emergency Response in a fast-changing environment</li></ul>
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.