

MAIN DUTIES AND RESPONSIBILITIES

The incumbent is responsible and accountable for the following tasks:

1. Support to programme development and planning

- Support the P3 nutrition specialist to establish specific 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 program transactions; preparing materials and documentations, and complying with organizational processes and management systems, to support program planning, results based planning (RBM), and monitoring and evaluation of results.

2. Support 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, program reviews and annual reviews with the government and other counterparts to assess program/projects and to report on required action and interventions at the higher level of program management.
- Monitor and report on the use of program 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 program/project reports for management, donors and partners to keep them informed of program progress

3. Technical and operational support to program implementation

- Conduct regular program field visits and surveys, 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.
- Provide technical and operational support to government counterparts, NGO partners, UN partners, and other partners/donors on the application and understanding of UNICEF policies, strategies, processes, and best practices on nutrition-related issues to support programs implementation, operations and delivery of results

4. Networking and partnership building

- Build and sustain effective close working partnerships with nutrition sector government counterparts and key stakeholders through active sharing of information and knowledge to facilitate program implementation and build capacity of stakeholders to achieve program goals.

5. 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 program results.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

MINIMUM QUALIFICATIONS*

- 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, or another H&N related field
- A minimum of two 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 nutrition program/project development in a UN system agency or organization is an asset
- Fluency in English and Arabic (oral and written) is required.
- Good communication and advocacy skills and an ability to work in a multi-cultural environment with the skills of developing good peer relationships.
- Analytical, monitoring, decision-making and teamwork skills
- Computer skills including various office applications.

DUTY STATION AND TRAVEL

The duty station is Khartoum with frequent in-country travel.