



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

**I. Post Information**

Job Title: **Nutrition Manager**  
Supervisor Title/ Level: **Chief Nutrition**  
Organizational Unit: **Dhaka - Nutrition**  
Post Location: **Dhaka, Bangladesh**

Job Level: **Level 4**  
Job Profile No.: **90373**  
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:**

The Nutrition Manager GJP is to be used in a large Country Office (CO) where the Representative is at the D2/D1 level and the Nutrition Programme is a component of the Country Programme (or UNDAF). The Nutrition Manager reports to the Chief of Nutrition/CSD who is at Level 5.

Level 4 as opposed to a level 3 nutrition professional should be used to manage large, complex and/or integrated programmes/projects; and to provide substantive support to the Chief for the management of the entire Nutrition Programme. In addition, positions at this level are more technically authoritative in providing programmatic advisory services, as well as for overall contribution to innovation and knowledge management.

**Purpose for the job:**

The Nutrition Manager supports the Chief in managing the section, contributing to innovation and knowledge management. S/He is responsible for developing, preparing and managing complex, key and integrated nutrition programmes. The Nutrition Manager provides authoritative technical guidance and management support throughout the programming processes to facilitate the administration and achievement of concrete and sustainable results in maternal, infant and child nutrition programmes, focusing on prevention of all forms of malnutrition. This is carried out according to 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. **Management and advisory support to the Chief**
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. Management and advisory support to the Chief

- Provide advice to the Chief in establishing the annual work plan, including developing strategies and determining priorities, targets and performance measurements.
- Coordinate work progress monitoring and ensure results are achieved according to schedule and performance standards, and report to Chief critical issues for timely action.
- Provide technical assistance and advice to colleagues in the section on all aspects of programming and implementation to enable them to achieve performance objectives.
- Perform the full duties of the Chief in his/her absence.

#### 2. Programme development and planning

- Provide technical support and guidance on the preparation, design and updating of the situation analysis for the nutrition sector/s to ensure comprehensive and current data on maternal and child nutrition is available to guide policy development as well as design and management of nutrition programmes/projects.
- Keep abreast of development trends to enhance programme management, efficiency and delivery.
- Participate in strategic programme discussions on the planning of nutrition programmes/projects.
- Formulate, design and prepare a sector of the nutrition programme proposal, ensuring alignment with UNICEF's Strategic Plans, Country Programme, and coherence/integration with the UN Development Assistance Framework (UNDAF), regional strategies, as well as national priorities, plans, and competencies.
- Establish specific goals, objectives, strategies, and implementation plans for the sector(s) based on results-based planning terminology and methodology (RBM). Prepare required documentations for programme review and approval.
- Work closely and collaboratively with colleagues and partners to discuss strategies and methodologies, and to determine national priorities and competencies to ensure the achievement of concrete and sustainable results.
- Provide authoritative technical and operational support throughout all stages of programming processes to ensure integration, coherence and harmonization of programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.

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

- Plan and/or collaborate with internal 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 for the assigned sector 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 and 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 through field visits, surveys and/or exchange of information with partners and stakeholders 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 verify the optimum and appropriate use of sectoral programme resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations, procedures, donor commitments, and standards of accountability. Ensure timely reporting and liquidation of resources.
- Prepare regular and mandated programme/project reports for management, donors and 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 and child development-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, climate-responsive, 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, newborn 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.
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- 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 Nutrition Manager 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 promotes 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

### 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

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:	<p>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 and early childhood development and care.</p> <p>Experience in health/nutrition programme/project development and management in a UN system agency or organization is an asset</p>
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.

# Child Safeguarding Certification

(to be completed by Supervisor of the post)

**Child Safeguarding** refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.</p>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<p>2a. Is this a Direct* contact role?</p> <p>2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.</p> <p><i>**"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i></p>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<p>3a. Is this a Child data role? *:</p> <p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p> <p><i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i></p>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<p>4. Is this a Safeguarding response role*</p> <p><i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i></p>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children<sup>1</sup>; or Measures to manage other safeguarding risks are considered unlikely to be effective<sup>2</sup>.</i></p>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>

<sup>1</sup> Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

<sup>2</sup> i.e. the role-risk will be compounded by other residual risks.