I. Post Information

Job Title: **Health Officer (Adolescent)** Supervisor Title/ Level: **Adolescent Health & HIV Specialist (P-3)** Organizational Unit: **Programme, Health & HIV** Post Location: **Lusaka, Zambia Country Office**	Job Level: **Level 2** Job Profile No.**: ZAM23006** CCOG Code: Functional Code: Job Classification Level:

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 favouritism. 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 fulfil 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.

UNICEF's mandates to promote/improve adolescents' health, well-being, development, and participation ensure that neither age, poverty, gender inequality, nor social exclusion determine access to Adolescent Sexual, Reproductive Health (ASRH) services, including life-saving HIV prevention, treatment, and care, as well as to address other key health-related challenges the adolescents face such as substance abuse, and mental health. UNICEF and its partners' responses ensure all adolescents have access to information and adolescent-friendly health services to protect them from the adolescent pregnancies, mental health disorder, and exposure to substance abuse, and sexually transmitted infections (STIs), including HIV through a multi-sectoral approach; and the adolescents living with STIs/HIV have access to treatment, care and support they need to remain alive and healthy. This is aligned with UNICEF's vision of an *AIDS-free generation* starting with their 1st decade of life.

Strategic Office context:

UNICEF Zambia Country Programme (2023-2027) is aligned with the Government Republic of Zambia's (GRZ) Vision 2030 and Eighth National Development Plan (8NDP), and the United Nations Sustainable Development Cooperation Framework (UNSDCF) 2023–2027. The programme supports GRZ to provide all children, including adolescents, with opportunities to fulfil their rights and develop to their full potential. The country programme is guided by the

principles of children's rights, equity, gender equality, inclusion, and resilience, and supports evidence-based, integrated, and innovative programming. The country programme focuses on sectoral programming for health and HIV/AIDS; nutrition; quality learning and skills development; child protection; climate-resilient water, sanitation, and hygiene; and social policy, while also addresses the cross-cutting issues such as early childhood development (ECD) and adolescent development and participation. The country programme coordinates cross-cutting support, including planning, monitoring, evaluation, and reporting; cross-sectoral approaches like social and behaviour change (SBC); communication and advocacy; resource mobilization and partnerships; gender- and disability-sensitive programming; and operational support. The programme is based on 'leaving no-one behind', realizing 'rights for all children and adolescents in Zambia'.

The Health and HIV programme supports the UNSDCF outcome on people, aimed at ensuring that women, new-borns, children, and adolescents, especially those from vulnerable groups, utilize quality, comprehensive, gender-, age- and shock-responsive health and HIV services and benefit from nurturing practices and essential supplies. The Adolescent Health and HIV component of the programme aimed at building government's capacity to expand programmes to address health challenges faced by the adolescents, like adolescent pregnancies, Sexually Transmitted Infections (STIs) including HIV, substance abuse and mental health, access to adolescent-friendly sexual and reproductive health services, including by promoting their participation in the design of these services. The Health Officer (Adolescent) will manage and coordinate UNICEF's support and delivery of an integrated adolescent health programme to reduce adolescent pregnancies, exposure to STIs and substance abuse, and improve adolescent mental health, and promote their participation and development in adolescent-friendly services.
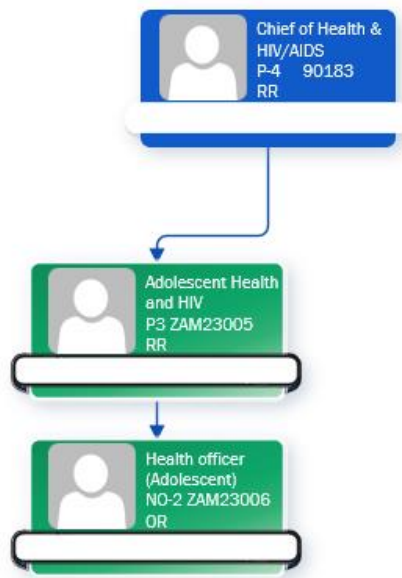
Purpose for the job: The Health Officer (Adolescent) reports to the **Adolescent Health & HIV Specialist (P-3)** for supervision. The Officer provides professional technical, operational, and administrative assistance throughout the programming process for the health programmes, *specifically the adolescent health related issues such as ASRH, Substance Abuse, and Mental Health programming*, within the Country Programme, from development planning to delivery of results, by preparing, executing, managing, and implementing a variety of technical and administrative programme tasks to facilitate programme development, implementation, programme progress monitoring, and evaluating and reporting of results.

III. Key function, accountabilities, and related duties/tasks

Summary of key functions/accountabilities:

1. **Support to programme development and planning**
2. **Programme management, monitoring, and delivery of results**
3. **Technical and operational support to programme implementation**
4. **Networking and partnership building**
5. **Innovation, knowledge management and capacity building**

1. **Support to programme development and planning**
   - Conduct and update the situation analysis for the development, design, and management of adolescent health related programmes, e*specially the ASRH, Substance Abuse, and Mental Health programming*. Research and report on development trends (e.g., political social, economic, health) for higher management use to enhance programme management, efficiency, and delivery of results.
   - Contribute to the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning through analysis of adolescents' health needs, including their well-being, development, and participation 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 programme transactions, preparing materials and documentations, and complying with organizational processes and management systems, to support programme planning, results-based planning (RBM), and monitoring and evaluation of results.

   - Prepare required documentations and materials to facilitate the programme review and approval process.

2. **Programme 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 to alert appropriate officials and stakeholders for higher-level intervention and decisions. Keep record of reports and assessments for easy reference and to capture and institutionalize lessons learned.

   - Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts to assess programmes and to report on required action/interventions at the higher level of programme management.

   - Monitor and report on the use of sectoral programme resources (financial, administrative, and other assets), and verify compliance with approved allocation and goals, organizational rules, regulations, procedures, as well as 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 sectoral programme/project reports for management, donors, and partners to keep them informed of programme progress.

3. **Technical and operational support to programme implementation**
   - Conduct regular programme field visits and surveys; and share information with partners and stakeholders to assess progress and provide technical support 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 system partners, and other country office partners/donors on the application and

understanding of UNICEF policies, strategies, processes, and best practices on *adolescent health-related issues, including in ASRH, substance abuse, and mental health*, to support programme implementation, operations, and delivery of results.

4. **Networking and partnership building**

- Build and sustain effective close working partnerships with health sector government counterparts and national stakeholders through active sharing of information and knowledge to enhance programme implementation and build capacity of stakeholders to deliver concrete and sustainable results.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnerships/alliances, and support fund raising for health programmes.
- Participate in appropriate inter-agency (UNCT) on health programmes to collaborate with inter-agency partners/colleagues on UNSDCF operational planning and preparation of health programmes/projects, and to integrate and harmonize UNICEF's position and strategies with the UNSDCF development and planning process.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

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 programme results.
- Assist with oversight of research and ensure results are available for use in knowledge products.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

IV. Impact of Results

The efficiency and efficacy of support provided by the Health Officer (Adolescent) to programme preparation, planning and implementation facilitates the delivery of concrete and sustainable results that directly impact the improvement of adolescent health and well-being and promote the development and participation of the adolescents from the most marginalized and vulnerable communities in the country. This in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to continue to provide programme services to protect the rights of the children and adolescents, and to promote greater social equality to enable them to survive, develop and reach their full potential in the society.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) 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)

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: public health/nutrition, paediatric health, family health, health research, global/international health, health policy and/or management, biostatistics, socio-medical, health education, epidemiology, or another relevant health related technical field.
Experience:	A minimum of two years of professional experience in one or more of the following areas is required: public health/nutrition planning and management, maternal and neonatal health care, or health emergency/humanitarian preparedness. Work experience in ASRH is considered as an asset. Experience working in a developing country is considered as an asset. Relevant experience in a UN system agency or organization is considered as an asset.
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.