# TERMS OF REFERENCE
(FOR Temporary Appointments)

**unicef** ⊛

| UNICEF-BCO:     TERMS OF REFERENCE (TOR) |
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| **Job Title and Level: Health Officer, NOB** |
| **Section: Programme-Health, Dhaka** |
| **Duration: 364 days** |
| **Duty Station: Dhaka** |
| **Reports to: Health Specialist** |

1. **Purpose of Assignment:** The Health Officer reports to the Health Specialist for close guidance and supervision and receives overall guidance and supervision from Chief Health. The Health Officer provides professional technical, operational and administrative assistance throughout the programming process for the Health Programme**, specifically in areas of environmental health, climate change and emergency preparedness and response** 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.

2. **Major duties and responsibilities:**
   - Support to programme development and planning
   - Programme management, monitoring and delivery of results
   - Technical and operational support to programme implementation
   - Networking and partnership building
   - Innovation, knowledge management and capacity building

   **Support to programme development and planning**
   - Conduct and update the situation analysis for the development, design and management of health-related programmes, including environmental health, climate change and emergency preparedness and response. 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 overall health, including environmental health, climate change and emergency preparedness and response 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 programme transactions, preparing materials and documentations, and complying with organizational processes and management systems, to support programme planning, rights and results-based planning (RRBM), and monitoring and evaluation of results.
   - Prepare required documentations and materials to facilitate the programme review and approval process.

   **Programme management, monitoring and delivery of results**
   - Work closely and collaboratively with internal and external colleagues and partners to discuss operational and implementation issues related to environmental health programmes, climate change, including emergency preparedness and response, 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. |
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- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts to assess emergency preparedness and response, climate change and environmental health 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.

**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 health-related issues to support emergency preparedness and response, climate change and environmental health programme implementation, operations and delivery of results.

**Networking and partnership building**
- Build and sustain effective close working partnerships with private sector, health, environment, industry and food & agriculture sector government counterparts and national stakeholders through active sharing of information and knowledge to enhance climate change and environmental health programme implementation and build capacity of stakeholders to deliver concrete and sustainable results including for emergency preparedness and response,
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnerships/alliances, and support fund raising for climate change and environmental health programmes.
- Participate in appropriate inter-agency (UNCT) on emergency preparedness, climate change and environmental 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.

**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 for environmental health and climate change programmes, including emergency preparedness, response, and resilience.
- 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.

**3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)**

**EDUCATION & OTHER SKILL:**
A university degree in one of the following fields is required: public health, environmental health, climate change, pediatric health, family health, health research, global/international health, health management, biostatistics, epidemiology, or another relevant technical field.

**WORK EXPERIENCE:**
A minimum of two years of professional experience in environmental health and climate change and one or more of the following: health emergency preparedness & response, public health planning and management, maternal, neonatal and child health care.
Familiarity with Government structures and systems is preferred.
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 PROFICIENCY:**
Fluency in English is required.  Knowledge of another official UN language or local language of the duty station is considered as an asset.

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**COMPETENCIES/SKILLS: UNICEF foundational/functional competencies**

| <u>Values</u> | <u>Competencies</u> |
|---|---|
| ▪ Care | ▪ Demonstrates Self Awareness and Ethical Awareness |
| ▪ Respect | ▪ Works Collaboratively with others |
| ▪ Integrity | ▪ Builds and Maintains Partnerships |
| ▪ Trust | ▪ Innovates and Embraces Change |
| ▪ Accountability | ▪ Thinks and Acts Strategically |
| | ▪ Drive to achieve impactful results |
| | ▪ Manages ambiguity and complexity |

[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.

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| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below. | ☐ Yes | ☒ No |
| 2a. Is this a Direct* contact role? | ☐ Yes | ☒ No |
| 2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. *"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.* | ☐ Yes | ☒ No |
| 3a. Is this a Child data role? *: | ☐ Yes | ☒ No |
| 3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos) * "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".* | ☐ Yes | ☒ No |
| 4. Is this a Safeguarding response role* *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* | ☐ Yes | ☒ No |
| 5. Is this an Assessed risk role*? *The incumbent will engage with particularly vulnerable children[1]; or Measures to manage other safeguarding risks are considered unlikely to be effective[2].* | ☐ Yes | ☒ No |

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[1] 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).

[2] i.e. the role-risk will be compounded by other residual risks.