



UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: Program Officer (Routine and COVID-19 Vaccination Coordinator)

Supervisor Title/Level: Maternal and Child Health Specialist

Organizational Unit: Child Survival, Development, and Environment

Post Location: UNICEF Viet Nam

Job Level: NO1-temporary

Job Profile No.:

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 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* (CRC), while also supporting the equitable development of nations.

Job organizational context:

The COVID-19 pandemic has been challenging for Viet Nam, much like for many other countries, but strong government leadership and community efforts have helped protect lives and maintain social and economic development. Viet Nam also did an excellent job rolling out the primary series of COVID-19 vaccines quickly and at scale, with efforts to ensure vaccines reached every corner of the country to protect those most vulnerable. By the end of 2022, a total of 265 million people aged five years old and above had received COVID-19 vaccines: 90.4 million received one dose, 85.6 million received two doses and 57.4 million received the first booster dose. However, Viet Nam experienced significant setbacks to routine immunization coverage for children during the acute phase of the pandemic in 2020-2022, with Viet Nam experiencing the largest sustained decline in rates of childhood vaccinations in a generation. Viet Nam was listed among the top 20 countries in the world with the largest number of zero-dose children; 187,315 children under 1 year did not receive any vaccinations in 2021.

At present, even though COVID-19 is no longer a global public health emergency, the pandemic has not ended, and Viet Nam is still implementing COVID-19 vaccination targeting the high-risk population in 2023 and possibly in 2024. The country is gradually integrating COVID vaccination into routine Expanded Programme on Immunization (EPI) and

implementing bold action to increase the routine immunization coverage to the level before the pandemic.

As a trusted, long-term partner of the Government in Viet Nam, UNICEF is committed and continuing to provide support for MOH and National EPI to integrate COVID-19 vaccination in routine immunization and to develop and implement strategies and action plans to recover the performance of the immunization programme and to strengthen programme performance to reach and fully vaccinate zero-dose children. Specifically, support is focusing on procurement, deployment, and management of cold chain equipment; building capacity of healthcare workers and immunization officials in effective cold chain and vaccine management; delivering integrated immunization services; organization of outreach immunization sessions; and communication on COVID-19 and routine vaccination. For these purposes, UNICEF Viet Nam will recruit a Program Officer (Routine and COVID-19 Vaccination Coordinator) at least for one year in 2024.

Purpose for the job

The overall purpose of this Post is to contribute to the successful implementation of a project on “Support for Strengthening Routine Immunization and COVID-19 Vaccination in Viet Nam in 2024”.

Under the direct supervision of the Maternal and Child Health Specialist, the incumbent will support the implementation of UNICEF’s country office workplan on routine immunization and COVID-19 vaccination. Specifically, the Officer supports the planning and implementation of the activities in areas of procurement, deployment, and management of cold chain equipment; building capacity of healthcare workers and immunization officials in effective cold chain and vaccine management; delivering integrated immunization services which includes organization of outreach immunization sessions. In addition, the incumbent will be responsible for maintaining and strengthening coordination and partnership with MOH, National EPI, and relevant partners and stakeholders; and support the data collection, knowledge management, and monitoring the implementation of routine and COVID-19 vaccination activities.

She/he will also provide support throughout to the health component in planning and implementation and monitoring of related health interventions which include maternal and child health care, digital health and healthy environment for healthy children.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

Within the delegated authority and under the given organizational set-up, the incumbent will be assigned the shared or contributory accountabilities for all or part of the following areas of major duties and key end-results:

- 1. Programme management, monitoring and delivery of results**
- 2. Programme coordination and knowledge management**
- 3. Networking and partnership building**
- 4. Technical and operational support to programme implementation**

1. Programme management, monitoring and delivery of results

- Participate and support national and provincial counterpart in the planning and implementation of routine and COVID-19 vaccination activities.
- Participate in monitoring of integrated routine and COVID-19 vaccination roll-out, including field site visits, identifying issues, solutions and priority actions with stakeholders.
- Support and facilitate relevant trainings, orientation, workshops to build capacity of health workers, commune members, partners on routine and COVID-19 vaccination, including effective cold chain and vaccine management.
- Support planning, procurement and deployment of cold chain equipment for national EPI.

2. Programme coordination and knowledge management

- Work closely and collaboratively with internal and external colleagues of UNICEF and line partners at national/provincial level to collect/analyze/share information on routine and COVID-19 vaccination.
- Coordinate the programme discussion and planning and implementation of routine and COVID-19 vaccination activities within office particularly with the Communication and Operation Programmes.
- Coordinate and collaborate national and local authorities, partners and other stakeholders including National EPI, and provincial health departments and the provincial Centers for Disease Control, on implementation of outreach immunization sessions to address back-sliding in immunization especially in high risks communities
- Collect, analyze, verify and synthesize information to facilitate the development, design and implementation, and reporting the results of the project on “Support for Strengthening Routine Immunization and COVID-19 Vaccination in Viet Nam in 2024”.
- Maintain and identify partners for collaboration and support the management and coordination of partnerships, such as with WHO and relevant NGOs, on vaccine delivery support activities.

3. Monitoring, networking and partnership building

- Provide technical support related to data management, analysis, monitoring, evaluation and reporting for routine and COVID-19 vaccination at national level and in selected provinces with high number of high risks communities, remote areas where generally coverage of routine immunization is low. This includes providing inputs to internal and donor reporting.
- Set up clear monitoring and evaluation mechanisms for the projects including data collection and analysis in close collaboration with M&E focal point.
- Provide documentation of design, development and implementation and process, including challenges encountered and lessons learned, and Government and partner involvement in provision of technical, financial, and other programmatic support.
- Identify opportunity for resource mobilization and develop donor proposals as well as donor reports for routine and COVID-19 vaccination.

4. Technical and operational support to other programme implementation

- Support the technical and operational support to the planning and implementation of interventions on maternal and child health care and healthy environment for healthy children at national and sub-national level.
- Support to the development and planning and implementation of innovation in health and immunization including digital strategies and tools for real-time monitoring in health, routine and COVID-19 vaccination, and management of cold chain system.
- Work closely and collaboratively with other staff and partners to provide assistance as appropriate for integration of the health and nutrition and WASH programme and the planning and implementation of emergency preparedness and responses in health.

IV. Impact of Results

The strategic and effective advice, advocacy, planning and formulation of children’s rights and child-centered social policy programs and projects and the achievement of sustainable results, contributes to achievement of goals and objectives to create a protective environment for all children and ensures their survival, development and well-being in society. Achievements in social policy and governance programs and projects in turn contribute to enhancing the credibility and ability of UNICEF to support program services and advocacy for children and women that promotes greater social equality in the country.

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

<p><u>Core Values</u></p> <ul style="list-style-type: none"> ▪ Commitment ▪ Diversity and inclusion ▪ Integrity 	<p><u>Competencies:</u></p> <ul style="list-style-type: none"> ▪ Nurtures, Leads and Manages People (1) ▪ 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)
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VI. Recruitment Qualifications	
<p>Education:</p>	<p>University degree in Social Sciences, International Business, International Relations, Political Science, International Finance or other relevant disciplines.</p>
<p>Experience:</p>	<ul style="list-style-type: none"> • A minimum of one year of experience in one or more of the following areas is required: immunization programme, public health planning and management, maternal and neonatal health care, early childcare and development or health emergency/humanitarian, preparedness • Experience in routine and COVID-19 vaccination programming and coordination is highly valued • Knowledge of the health system; digital health and EPI and experience working with and supporting Ministry of Health, national EPI and line department is an asset. • Experience working or engaging directly with children and adolescents is highly valued. • Experience and knowledge of the UN system, or experience communicating with or within Government on social policy issues, or experience with child-focused international NGOs considered an asset.
<p>Language Requirements:</p>	<ul style="list-style-type: none"> • Fluent in English and good writing skills • Knowledge of second UN language or local working language of the duty station is an asset.
<p>Skills:</p>	<ul style="list-style-type: none"> • Good inter-personal and excellent communication skills. • Good knowledge of research, and monitoring and evaluation. • Good advocacy and analytical skills. • Ability to work in an international and multicultural team. • Strong competence in computer management, applications and social media.