

## Terms of Reference for Temporary Appointment<sup>1</sup>

TA – Nutrition Officer (Emergency), NOB, 6 months, Lusaka, Zambia

**Budget Reference:** [WBS 4980/A0/05/400/003/002](#) and [Grant SC200636 \(Nov & Dec 2024\)](#) and [SC210207 \(Jan-Apr 2025\)](#)

### Purpose:

The Nutrition in Emergencies Officer reports to Nutrition Specialist (Health Systems Strengthening and Nutrition in Emergencies) for supervision. The Nutrition Officer (Emergency) provides technical support for UNICEF Zambia's Nutrition Output 2: Wasting Management and Nutrition in Emergencies. S/he provides technical support for UNICEF's nutrition programme responding to the current drought emergency, with a focus on Nutrition Supply monitoring and management, and on district level cluster coordination. S/he is relied on to support building of partnerships with key Government counterparts, donors, development partners, other UNICEF colleagues across sectors, and private sector stakeholders relevant to Nutrition at the technical level.

### Responsibilities and Tasks:

With a focus on *sub-national level cluster coordination and capacity building, and the management of emergency supplies for the Nutrition emergency response*, the Nutrition Officer (Emergency) is responsible for the following:

#### 1. Support to programme development and planning

- Contribute to and support 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 including in emergencies is available to guide policy development, and the design and management of nutrition programmes.
- Keep abreast of development trends to enhance programme management, efficiency and delivery to achieve results.
- Participate in strategic programme discussions on the planning of nutrition programmes especially in the context of emergencies.
- Contribute to the formulation, design and preparation of nutrition emergency programme proposals, ensuring alignment with UNICEF's Strategic Plans, Country Programme, and coherence/integration with the UN Sustainable Development Framework (UNSDF), regional strategies, as well as national priorities, plans and competencies.
- Contribute to the establishment of specific goals, objectives, strategies, and implementation plans for the nutrition sector(s) based on results-based planning terminology and methodology (RBM). Prepare required documentations for wasting including in emergencies for programme review and approval/

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<sup>1</sup> AI2016-005 notes that for TA Job descriptions / terms of reference, existing Generic Job Profile (GJP) shall be used as a basis for determining the level and requirements of the function. Where no GJP applies, detailed terms of reference describing the work to be performed shall be written. This template serves for that purpose.

- Work closely and collaboratively with colleagues and partners to discuss strategies and methodologies, and to determine national priorities/competencies to ensure the achievement of concrete and sustainable results.
- Provide technical and operational support throughout all stages of programming processes to ensure integration, coherence and harmonization of programmes with other UNICEF sectors and achievement of results as planned and allocated.

## **2. Programme management, monitoring and delivery of results.**

- Plan and/or collaborate with internal and external partners to establish monitoring benchmarks, performance indicators, and 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 reviews with 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 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.
- 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.

## **3. Technical and operational support to programme implementation**

- Provide operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the interpretation, application and understanding of UNICEF policies, strategies, processes, best practices, and approaches on nutrition and related issues to support programme development planning, management, implementation, and delivery of results.
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- Participate in discussions with national partners, clients and stakeholders to promote nutrition and development issues especially in the areas of emergency preparedness and maternal, newborn and child survival and development.
- Contribute to the drafting of 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.

## **4. Networking and partnership building**

- Build and sustain effective close working partnerships with nutrition sector government counterparts and national stakeholders through active sharing of information and knowledge.
- Facilitate programme implementation and build capacity of stakeholders to achieve programme goals on maternal and child rights as well as social justice and equity.

- Prepare communication and information materials for ZCO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for nutrition programmes.
- Participate and/or represent UNICEF in inter-agency discussions, ensuring that UNICEF's position, interests and priorities are fully considered and integrated in the UNSDF development planning and agenda setting.

## 5. Innovation, knowledge management and capacity building

- Apply and introduce innovative approaches and good practices to build the capacity of partners and stakeholders, and to support the implementation and delivery of concrete and sustainable programme results.
- Keep abreast, research, benchmark, and implement best and cutting-edge practices in nutrition management and information systems. Assess, institutionalize and share best practices and knowledge learned.
- Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable programmes and projects.
- Organize and implement capacity building initiatives to enhance the competencies of clients and stakeholders to promote sustainable results on nutrition related programmes and projects.

## Minimum Qualifications and Competencies

- 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, nutritional epidemiology, or another health-related science 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.
- Experience supporting nutrition interventions for emergency preparedness and/or response is required.
- A demonstrable ability to create and use tools on Microsoft Office suite to monitor project progress is required.
- Experience supporting coordination of multi-sectoral partners is an asset.
- Experience in supporting collaboration between Government and NGOs is an asset.
- Experience in health/nutrition programme/project development and management in the UN system is an added advantage.
- Fluency in English is required. Knowledge of a local language is an asset.

## Competency Profile:

Core Values (Required)	Core Competencies (Required)*
Care	• Builds and maintains partnerships (I)
Respect	• Demonstrates self-awareness and ethical awareness (I)
Integrity	• Drive to achieve results for impact (I)
Trust and	• Innovates and embraces change (I)
Accountability	• Manages ambiguity and complexity (I)
	• Thinks and acts strategically (I)
	• Works collaboratively with others (I)


**\*Please note: This position does not have staff supervision responsibilities.**

View our core competency framework at:

[https://www.unicef.org/careers/media/1041/file/UNICEF%27s\\_Compentency\\_Framework.pdf](https://www.unicef.org/careers/media/1041/file/UNICEF%27s_Compentency_Framework.pdf)

Requested by

Kenanao Motlhoiwa  
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 03.10.24

Signature and date:

Approved by

Nejmudin Kedir Bilal  
Deputy Representative Programme

Signature and date: