

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)	
Job Title and Level: Health Specialist, P3	
Section: Health, Cox's Bazar	
Duration: 364 days	
Duty Station: Cox's Bazar	
Reports to: Health Specialist/Team Lead	
1. Purpose of Assignment: Under the guidance of the Health Team Lead, the Health Specialist will support the ongoing health programme and will be responsible for managing, implementing, monitoring and reporting the programme progress of the health programme (e.g. maternal, neonatal, child survival/development) within the Cox's Bazar programme (both for the Rohingya response and the host communities). The Health Specialist will also manage HIV/PMTCT programme and has sufficient knowledge on the programme implementation. The Health Specialist will work very closely with the Emergency Manager and Chief of Field Office and Health team in Dhaka along with other team members and provide technical guidance and management support throughout the programming processes to facilitate the administration and achievement of concrete and sustainable results according to plans, allocation, results based-management approaches and methodology (RBM), organizational Strategic Plans and goals, standards of performance, and accountability framework.	
2. Major duties and responsibilities: <i>Within the delegated authority and the given organizational set-up, the incumbent may be accountable for all or assigned areas of the following major duties and end results</i>	
1	Support to programme development and planning <ul style="list-style-type: none"> Support and contribute to the preparation, design and updating of the situation analysis for the sector(s) to establish a strategic plan for development, design and management of health-related programmes. Keep abreast of development trends to enhance programme management, efficiency and delivery. Participate in strategic programme discussions on the planning of health programmes. Establish specific programme goals, objectives, strategies, and implementation plans 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 district priorities and competencies to ensure the achievement of concrete and sustainable results.
2	Programme management, monitoring and delivery of results <ul style="list-style-type: none"> 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 health programmes. Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with the government and other counterparts to assess progress and to determine required action/interventions to achieve results. Actively monitor programmes/projects through field visits, surveys and/or exchange of information with partners/stakeholders to assess progress, identify bottlenecks, 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 and donor commitments, standards of accountability and integrity, ensuring 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 <ul style="list-style-type: none"> Provide technical guidance and 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, and best practices and approaches on health-related issues to support programme development planning, management, implementation and delivery of results. Participate in discussions with district level partners, clients and stakeholders to promote health and development issues, especially in the areas of gender, emergency preparedness, maternal and neonatal health, and child survival and development. Participate in emergency preparedness initiatives for programme development, contingency planning and/or to respond to emergencies in the district or where designated.
4	Networking and partnership building <ul style="list-style-type: none"> Build and sustain effective close working partnerships with health sector government counterparts, district level stakeholders, as well as other partners, allies, donors, and academia. Participate and/or represent UNICEF in appropriate inter-agency (health sector) discussions and planning on health-related issues to collaborate with inter-agency partners/colleagues
5	Innovation, knowledge management and capacity building <ul style="list-style-type: none"> 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. Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable programmes and projects.
3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.) EDUCATION & OTHER SKILL: Medical Doctor/MBBS and an advanced university degree in one of the following fields is required: public health, pediatric health, family health, health research, global/international health, health policy and/or management, environmental health sciences, biostatistics, socio-medical, health education, epidemiology, or another relevant technical field WORK EXPERIENCE: <ul style="list-style-type: none"> A minimum of five years of professional experience in one or more of the following areas is required: public health/nutrition planning and management, maternal, neonatal and child health care, or health emergency/humanitarian preparedness. Have experience working in humanitarian or emergency preparedness and response 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 (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.	
COMPETENCIES/SKILLS: UNICEF foundational/functional competencies	
Values <ul style="list-style-type: none"> Care Respect Integrity Trust Accountability Sustainability 	Competencies <ul style="list-style-type: none"> Nurtures, Leads and Manages People (1) 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) Drives to achieve impactful results (2) Manages ambiguity and complexity (2)

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.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective?*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, check all that apply below.	
2a. Is this a Direct* contact role?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
*“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.	
3a. Is this a Child data role? *:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
* “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”.	
4. Is this a Safeguarding response role*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
*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)	
5. Is this an Assessed risk role*?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*The incumbent will engage with particularly vulnerable children ¹ ; or Measures to manage other safeguarding risks are considered unlikely to be effective ² .	

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.