

00123987

UNICEF – BURUNDI

**TERMS OF REFERENCE FOR TEMPORARY CONTRACT**

<b>JOB TITLE</b>	:	Health Specialist (Health System Strengthening - [HSS])
<b>CONTRACT TYPE</b>	:	TA
<b>JOB LEVEL</b>	:	NOC
<b>DURATION</b>	:	364 days
<b>LOCATION</b>	:	Bujumbura, Burundi

**I. JOB ORGANIZATIONAL CONTEXT**

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. Therefore, 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.

The Health Specialist GJP is to be used in a Country Office (CO) where the Health Program is a component of the Country Program (or UNDAF). The Health Specialist reports to the Health Specialist, NOC.

**II. PURPOSE OF THE POSITION**

Under the guidance and general supervision of the senior Health Specialist, the Health Specialist (Health System Strengthening - [HSS]) contribute to the development and preparation of the health programme and is responsible for managing, implementing, monitoring, evaluating, and reporting the health programme progress especially in Health System Strengthening. The Health Specialist provides 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.

The Health Specialist\_HSS: i) supports the development, preparation and implementation of Gavi-Full Portfolio Planning funded-project (HSS, EAF, CCEOP) to align with others HSS funds and Gavi's funding stream accessible to countries for COVID-19 vaccine delivery referred to as Country Delivery Support (CDS) by monitoring, evaluating and reporting the project progress and supports the health system strengthening across the components of the health and Nutrition section; ii) supports strengthening and implementation of financing mechanisms, processes, and monitoring tools related to effective engagement of civil society organizations (CSOs) and local partners in COVID-19 vaccine and routine immunization delivery; iii) provides support on strengthening vaccine preventable diseases (VPDs) surveillance at national, subnational level including primary care level.

### **III. KEY FUNCTION, ACCOUNTABILITIES AND RELATED DUTIES/TASKS**

#### **Summary of key functions/accountabilities:**

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

#### **1. Support to program development and planning**

- Contribute to the development/establishment of program goals, objectives and strategies and results-based planning through analysis of health needs and areas for intervention (immunization and health system strengthening) and submission of recommendations for prioritization of activities to meet the program objectives/goals.
- Provide technical and operational support throughout all stages of programming processes by executing/administering a variety of technical program transactions, preparing materials/documentations, and complying with organizational processes and management systems, to support program planning, results-based planning (RBM) and monitoring and evaluating results, including planning, following and reporting of Civil Society Organization (CSO) and local partners activities.
- Prepare required documentations/materials to facilitate the program review and approval process.
- Keep abreast of development trends to enhance programs management, efficiency, and delivery.
- Participate in strategic program discussions on the planning of health programs.
- Work closely and collaboratively with colleagues and partners to discuss strategies and methodologies, and to determine national priorities and 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 project planning with other sectors and achievement of results as planned and allocated.

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

- Work closely and collaboratively with internal and external colleagues and partners to discuss operational and implementation issues, provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decision. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Assists in the identification, the selection, and the constitution of CSO and local partners' platform to enable effective engagement of a wider range of partners with expertise required to support countries identify and reach missed communities and zero dose children through the PCA negotiation process for immunization coverage improvement.
- Provide technical assistance on vaccine preventable disease prevention and control and the Expanded Program on Immunization.
- Assists in identification and selection of technical supplies and equipment.

- Participate in monitoring and evaluation exercises, program reviews with government and other counterparts to assess program and to report on required action/interventions at the higher level of program management.
- Report on issues identified to ensure timely resolution by management/stakeholders; follow up on unresolved issues to ensure resolution.
- Follow up on the implementation of the project activities.
- Plan and monitor to ensure program activities and spending are completed on time.
- Monitor and verify the optimum/appropriate use of sectoral program resources (financial, administrative, and other assets) confirming compliance with organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity and ensuring timely reporting and liquidation of resources.
- Prepare regular/mandated program/project reports for management, donor, and partners to keep them informed of program progress.
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### **3. Technical and operational support to program implementation**

- Provide technical 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 System Strengthening and Vaccine Preventable Diseases surveillance.
- Conduct regular program field visits and surveys and/or exchange information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks, and potential problems for timely action to achieve results.
- Build partner's capacity throughout specific training related to EPI programs implementation, cold chain, or evidence generation activities.
- Participate in discussions with national partners, clients, and stakeholders to promote health and development issues, especially in the areas of maternal and neonatal health, and child survival and development.
- Participate in emergency preparedness initiatives program development and contingency planning and/or to respond to emergencies in country or where designated.
- Draft policy papers, briefs and other strategic program materials for management use, information and/or consideration.
- As required, participate in health and nutrition program meetings.

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

- Build and sustain effective close working partnerships with health sector government counterparts, national stakeholders (CSO and other local partners) and global partners/allies/donors/academia through active networking, advocacy and effective communication to build capacity and exchange knowledge/expertise to facilitate the achievement of the program goals and social justice and equity for the rights of mothers, newborn and children.
- Participate and/or represent UNICEF in appropriate inter-agency (UNCT) discussions and planning on health-related issues specifically on Health System Strengthening and VPDs ensuring organizational position, interests and priorities are fully considered and integrated in the UNDAF process in development planning and agenda setting.

- Research information on potential donors and prepare resource mobilization materials for CO program advocacy to promote awareness, establish partnership/alliances and support fund raising for Health and Nutrition programs (maternal, newborn and child survival and development).

#### **5. Innovation, knowledge management and capacity building**

- Apply/introduce innovative approaches and promote good practices to build partners and stakeholders' capacities, support the implementation and delivery of concrete and sustainable program results for maternal and child health.
- Keep abreast, research, benchmark and implement best and cutting-edge practices in HSS and VPDs surveillance.
- Identify, capture, synthesize and share practices and knowledge learned.
- Contribute to the development and implementation of policies and procedures to insure optimum efficiency and efficacy of sustainable programs and projects.
- Organize and implement capacity building initiatives to enhance the competencies of stakeholders to promote sustainable results on health-related programs/projects.
- Support evaluation of trainings and knowledge management to ensure learning is documented.

### **IV. IMPACT OF RESULTS**

The efficiency and efficacy of support provided by the Health Specialist to program preparation, planning and implementation of health program facilitates the delivery of concrete and sustainable results for the Health program that directly impacts the improvement of the health of the children and women in the country, and this in turn contributes to maintaining/enhancing the credibility and ability of UNICEF and Gavi and other donors Partnership to continue to provide program services to protect the rights of children, promote greater social equality to enable children to survive, develop and reach their full potential in society.

### **V. COMPETENCIES AND LEVEL OF PROFICIENCY REQUIRED (BASED ON UNICEF PROFESSIONAL COMPETENCY PROFILES).**

#### **Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

#### **Competencies**

- Builds and maintains partnerships
- Demonstrates self-awareness and ethical awareness
- Drive to achieve results for impact
- Innovates and embraces change
- Manages ambiguity and complexity
- Thinks and acts strategically
- Works collaboratively with others

## **VI. RECRUITMENT QUALIFICATIONS**

**Education:** An advanced University Degree in one of the following fields is required: public health/nutrition, health system strengthening, global/international health, health policy and/or management, environmental health sciences, biostatistics, socio-medical, health education, epidemiology or other health related sciences.

**Experience:** A minimum of 5 years of professional experience in public health/nutrition planning and management and/or in relevant areas of Expanded Program on Immunization, health system strengthening, health emergency/humanitarian preparedness, at the international level and/or in a developing country is required. Experience in a position of responsibility at the operational level (Health district / Hospital) in Burundi will be an asset

**Computer skills** (Word, Excel, Power point) are required. Experience in health/nutrition program/project development in UN system agency or organization is an asset.

**Language Requirements:** Fluency in French and working knowledge of English is required. Knowledge of a local language is an asset.