

**UNICEF Mexico Country Office  
Temporary Appointment  
Terms of Reference [TOR]**

<b>Post Title</b>	<b>Health &amp; Nutrition Officer</b>	<b>Post Level</b>	NO-1
<b>Supervisor's title</b>	Chief Field Office	<b>Supervisor's Level</b>	NO-3
<b>Contract duration</b>	364 days	<b>Duty Station</b>	Tapachula, Chiapas, Mexico

**JOB 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 programmes, 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, nutrition, 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, while also supporting the equitable development of nations

The position is specifically related to the migration situation in the southern border of Mexico, where children on the move face frequent health and nutrition risks. In response to those needs, UNICEF is actively working to support these children and their families.

For years, children, either alone or with their families, have been migrating from Central America and Mexico, seeking better living conditions in the north. However, there has been a noticeable increase in recent times due to rising poverty, inequality, and violence in the region. From January to December 2023, Mexican authorities identified a total of 113,660 children on the move within Mexico, with 54,083 of them being in Chiapas. Out of these, 1,286 children were unaccompanied. Most of the children were from Venezuela (25,543), followed by Ecuadorians (7,859) and Hondurans (3,904). Additionally, there were many others who traveled north from the Darien Gap, as well as children from African, Asian, Caribbean, and Middle Eastern countries.

Under the direct supervision of the **Chief Field Office (NO-3)** of **Tapachula**, and technical supervision of the **Chief of Nutrition (P-4)**, the **Health and Nutrition Officer (NO-1)** is expected to provide professional technical assistance and support for programme/project design, planning, implementation, monitoring, evaluation, and administration of programme/project activities, including data analysis, progress reporting, knowledge networking and capacity building, in support of achievement of planned objectives of the work plan, aligned with Health & Nutrition programme goals and strategy in Chiapas, one of the key locations where UNICEF Mexico operates.

For more information related to the work of our organization in Mexico, please visit our website: [UNICEF Mexico](#) and our latest [Annual Report 2022: Informe Anual 2022 UNICEF México](#)

## KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

The Health and Nutrition Officer (NO-1) will be working under the direct supervision of the Chief Field Office (NO-3) of Tapachula, and technical supervision of the Chief of Nutrition (P-4) in Mexico City. They will be accountable for the following responsibilities:

- 1. Accurate information, data analysis, and documentation are timely made available to contribute to situation analysis, sectoral input and reporting.**
  - Assists the preparation and periodic update of the Situation Analysis by compiling Health & Nutrition data, analysing and evaluating relevant information and providing the technical input in a timely and accurate manner.
  - Drafts chapters, prepares statistical data reports, and assists with preparation of sectoral input to the programme documents as required.
  - Contributes to the consultation and coordination with key partners at different levels (Municipalities and States).
  
- 2. Technical assistance are provided in the implementation of integrated Health & Nutrition approaches through participation and collaboration with internal and external partners.**
  - Provides technical assistance in the integration of the Health & Nutrition programme with other sectors in collaboration with other UNICEF sectors, particularly Health, Nutrition, CSD, WASH, Protection, Social and Behavior Change, and programme communication.
  - Contributes to build on intersectoral experience and establish partnerships to promote innovative approaches to address immediate and underlying determinants of maternal, newborn and child health and nutrition, recognizing that health and nutrition outcomes are not the results of action in the health and nutrition sectors alone.
  - Assists in the design, planning, monitoring and evaluation of the Health & Nutrition programme to be implemented in the locality.
  - Supports the improvement of programme delivery with emphasis on sustainability of intervention and community participation based on Human Rights framework and cross sector approach to programming and Community Capacity Development.
  
- 3. Work plan and objectives are effectively implemented and planned results are timely delivered through technical support and coordination.**
  - Assists in the development of the sectoral work plan and technical decisions as well as for administration, implementation and monitoring of sectoral project activities.
  - Analyses data and information, and drafts progress reports; drafts changes in project work plans, as required.
  - Monitors to ensure objectives and targets are timely met and achieved, through effective coordination and collaboration, by participating in a teamwork of professional and support staff.
  - Support maintenance of info system for monitoring gender sex aggregated data.
  - Assists in the planning and organizing training/development activities to upgrade the capacity of the Country Office staff as well as government and NGOs in the programme development, implementation and management of Health & Nutrition programme.

- Assists in identifying training needs and conducts relevant orientation, workshop, training and learning/development activities for the government personnel, in collaboration with knowledge institutions.
4. **Project efficiency and effectiveness are enhanced through effective implementation follow-up.**
    - Provides timely implementation follow-up, including monitoring UNICEF inputs, local conditions and resources, flow of supply and non-supply assistance, and project status to build on project efficiency and effectiveness.
    - Assists in identification and selection of Health & Nutrition supplies and equipment. Follows up on delivery of cash assistance and liquidation of advances and proper planning, delivery and use of supply component of the project.
    - Ensures that activities are in accordance with plans of action. Records information on utilization of resources and distribution of supplies.
  5. **Project implementation progress is monitored for adjustment and improvement of program delivery and sustainability.**
    - Participates in the field visits to UNICEF project sites for monitoring project activities and local conditions, and follows up with local government counterparts and other partners on project implementation.
    - Assists in identifying necessary action for programme adjustments, acceleration, improvement and sustainability.
    - Assists government counterparts and other partners in the planning and management of Health and Nutrition Programme.
    - Reports to supervisor and/or Head of Office the outcome of programme monitoring and review meetings with Government counterparts and all other relevant partners.
    - Drafts changes in programme work plans as required.
  6. **Transparency is ensured for supply and non-supply assistance and disbursement of programme funds for Health & Nutrition.**
    - Coordinating with Operations and Supply staff on supply and non-supply assistance activities, ensures UNICEF and Government partner and all implementing partners accountability.
    - Liaises with local authorities to ensure timely submission of financial requests and reports.
    - Monitors disbursements of funds, ensuring those activities are within established plans of action and programme budget allotments; and to orientate and train Government and UNICEF implementing partners in UNICEF supply and non-supply policies and procedures.
    - Drafts financial status reports for management as required.
  7. **Effective partnership and working relationships are maintained for advocacy, technical coordination, information sharing and knowledge networking.**
    - Exchanges information and knowledge with other programmes to contribute to achievement of overall country programme objectives.
    - Assists in establishing effective monitoring, knowledge database/network and reporting systems to ensure the availability of current and accurate programme information/data, and contributes to the development of communication materials and strategies to support advocacy and community participation for Health & Nutrition; and to widen partnership with all stakeholder at national, regional, district, community and household levels as well as with funding partners

including the private sector in order to accelerate achievement of Health and Nutrition related MDGs goals.

- Keeps close contacts with external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate relevant data, exchange information on programme/project development and implementation. Shares knowledge, information, experience and lessons learned.
8. **Up-to-date programme information is kept available and reports prepared to support the Health & Nutrition programme by the effective implementation of integrated monitoring system.**
- In consultation with monitoring and evaluation colleagues, conducts accurate and timely monitoring and data collection, and supports an integrated monitoring system, in consultation with all relevant stakeholders.
  - Assists with partners to ensure that monitoring systems are properly designed, and that data collection and analysis from field visits are coordinated and standardised across programmes to feed into to programme performance monitoring.
  - Analyses monitoring data, and provides feed-forward or recommends adjustment as appropriate to ensure achievement of programme objectives.
  - Assists in the timely preparation of annual sector status reports in compliance with the established guidelines and procedures. Assists in the drafting and preparation of programme reports for management, Board, donors, budget reviews, programme analysis, and annual reports, as required.
9. **Emergency preparedness is maintained, and in emergencies, emergency responses are effectively provided.**
- Assists in the implementation of emergency preparedness plan relating to Health & Nutrition. In case of emergency, assists in monitoring and assessing the nature and extent of the emergency in the assigned area.
  - Provides assistance to the Country Office as required. In line with the Core Commitments for Children (CCCs) in Humanitarian Action, strengthens partnerships with the Health and Nutrition humanitarian actors within the Inter-Agency Standing Committee (IASC).
10. **Other assigned duties and responsibilities are effectively accomplished.**
- Performs any other duties and responsibilities assigned as appropriate to the purpose of this post, and delivers the results as required.

#### DELIVERABLES / OUTPUT

The support of the Health and Nutrition Officer in the program preparation, planning, and implementation greatly contributes to the attainment of sustainable outcomes. These outcomes aim to establish a protective environment for children, ensuring their overall development and well-being within society. The success of the Health and Nutrition programs and projects further enhances the credibility and capability of UNICEF in delivering program services that promote greater social equality for caregivers, children, and their families in the region.

In accordance with the above mentioned, the Health and Nutrition Office is entrusted with the following responsibilities:

1. Oversee and supervise the activities of the health and nutrition program in the Southern Border region of Mexico, specifically in Chiapas, Tabasco, and Oaxaca.
2. Provide technical and administrative support for health and nutrition interventions, ensuring adherence to established quality standards and deadlines.
3. Implement the Annual Work Plan of the Health and Nutrition program, ensuring its effective execution.
4. Develop and implement an advocacy strategy in collaboration with local authorities in Chiapas, Oaxaca, and Tabasco. This strategy aims to strengthen the multisectoral response to health and nutrition challenges.
5. Collaborate with the Emergency Officer to align the efforts of the Humanitarian Working Groups to promote the well-being of children and their families through rapid, coordinated, and comprehensive interventions.
6. Establish strategic partnerships and effective communication with the Health and Nutrition Central Office team.
7. Ensure the efficient and effective execution of the allocated budget for the Health and Nutrition area, optimizing the use of resources to achieve desired outcomes.

**REQUIRED QUALIFICATIONS**

<b>Education</b>	<ul style="list-style-type: none"> <li>▪ University degree (Bachelor’s Degree), preferably in, Public Health and Nutrition, Child Development, Water Sanitation, Public Administration, Social Policy, Social Development, Community Development, or other relevant disciplines.</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>▪ A minimum of one (1) year of professional work experience in coordination, planning, programming, implementation, monitoring and/or evaluation of nutrition and/or health programmes.</li> <li>▪ Field work experience in the southern border of Mexico is an asset.</li> <li>▪ Developing country work experience and/or familiarity with emergencies is an asset.</li> <li>▪ Experience working with government institutions is desirable.</li> <li>▪ Background/familiarity with the UN System is an asset.</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>▪ Fluency in Spanish</li> <li>▪ Intermediate level of English is required, but complete fluency is preferred.</li> </ul>

**UNICEF VALUES AND COMPETENCY REQUIRED (BASED ON THE UPDATED FRAMEWORK)**

Core values of care, respect, integrity, trust, and accountability.

UNICEF competencies required for this post are:

(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3) Drive to achieve results for impact (4) Innovates and embraces change (5) Manages ambiguity and complexity (6) Thinks and acts strategically (7) Works collaboratively with others

[UNICEF is committed to diversity and inclusion within its workforce](#), and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks, and reasonable accommodation for persons with disabilities. UNICEF strongly encourages the use of flexible working arrangements.

UNICEF has a zero-tolerance policy on conduct incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.