



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: Health Officer (Immunizations and Public Health Emergencies)
Supervisor Title/ Level: Health Specialist, NO-3
Organizational Unit: Health Section
Location: Harare, Zimbabwe

Job Level: NO-2
Job Profile No.: ZIM24009
CCOG Code: 1A08
Functional Code: HEA
Job Classification Level: NO-2

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, while also supporting the equitable development of nations.

Job organizational context

Cholera is endemic in Zimbabwe, with a seasonal pattern coinciding with the wet and warm season from September to March. The country has experienced several outbreaks over the last 20 years occurring in 5-to-10-year cycles mainly across districts in the northern and eastern borders with Mozambique and Zambia and main travel routes to Harare. The most significant outbreak was recorded in 2008-2009 with 98,592 cases and 4,288 deaths (CFR 4.3%) reported. A decade later, a second major outbreak took place between 2018–2019 during which 10,671 cases and 68 deaths (CFR 0.8%) were recorded in five provinces, with Harare among the worst affected. The country has faced many outbreaks due to vaccine-preventable diseases, in 2022 (polio and Measles) and 2023 (Mumps, Polio, cholera). Several integrated SIA were successfully implemented, thanks to a solid primary health care and community-level health workforce, around village health workers. All outbreaks were detected within 24 hours, but the human resources and financial requirements were lacking to deploy a fully-fledged response. Going forward, preparedness will need to be strengthened which requires additional domestic financing for health. Outbreaks and its plethora of interventions and communication have resulted in a fatigue in the population.

Additionally, Zimbabwe has been experiencing an economic crisis, and continues to be vulnerable to extreme climatic events, including floods, drought and cyclones which have

profound direct and indirect impacts on health. Children are especially vulnerable, and face multiple risks related disease, under-nutrition, water scarcity, disasters and the collapse of public services and infrastructure resulting from extreme events. Other public health threats include measles (>6,000 cases and >700 deaths in 2022), and outbreaks of other vaccine preventable diseases like rubella, pertussis, and mumps, which point to declining routine immunization coverage and the accumulation of susceptible, coupled with high population movement within the country and across its borders with neighboring countries experiencing similar outbreaks.

Key indicators such as immunization in under 5 years old children have started to recover, after critical declines during COVID-19 pandemic, thanks to consistent domestic funding for traditional routine immunization vaccines and co-payment of new vaccines. While the coverage for Diphtheria-Tetanus-Pertussis (DTP3) vaccine has improved to 93%, marking a 20% increase between 2021 and 2023, Measles vaccination coverage remain low (around 80% for dose 2). Between 2018 and 2021, there was a 72% increase in the number of zero-dose children (26,556 to 95,500). In 2022, about 61% of the zero-dose children were from four of the 10 provinces in the country namely: Harare, Manicaland, Mashonaland East, and Masvingo, four provinces known for low performance of EPI program in key districts as evidenced by the EPI Comprehensive Review conducted by MoHCC and partners, in Q4 2023.

UNICEF is seeking to recruit a staff member to support operational activities at the downstream level, in support of the national EPI team, and emergencies preparedness, response, and readiness to public health threats.

Purpose for the job

This position provides professional technical assistance and support for programme/project design, planning, implementation, monitoring, evaluation, and administration of programme/project activities, with a focus on immunization and emergencies areas. Specific tasks include data analysis, progress reporting, knowledge networking and capacity building, in support of the work plan, and in alignment with Health programme goals and strategy. The position reports to the health specialist (NOC) working on immunization and emergencies.

III. Key functions, accountabilities, and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

1. Emergency preparedness is maintained, and in emergencies, emergency responses with effective coordination is provided and in line with the Core Commitments for Children (CCCs) in Humanitarian Action, partnerships with the Health and Nutrition humanitarian actors strengthened within the Inter-Agency Standing Committee (IASC).
2. Accurate information, data analysis, and documentation in emergencies and immunization are timely made available to support situation analysis, sectoral input and reporting.
3. Technical assistance is provided to the development and implementation of integrated Health strategies and approaches through participation and collaboration with internal and external partners.
4. Work plan and objectives are effectively established and planned results are timely delivered through technical support and coordination in consultation with all relevant partners.
5. Project efficiency and effectiveness are enhanced through effective implementation follow-up.
6. Project implementation progress is monitored for adjustment and improvement of program delivery and sustainability. Gender sex aggregated data and inputs provided relevant to

the health programme

7. Transparency is ensured for supply and non-supply assistance and disbursement of programme funds for Health.
8. Effective partnership and working relationships are maintained for advocacy, technical coordination, information sharing and knowledge networking.
9. Up-to-date program information is kept available, and reports prepared and shared with relevant stakeholders as required to support the health program by the effective implementation of integrated monitoring system.
10. Other assigned duties and responsibilities are effectively accomplished.

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

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 data, analyzing, 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 all levels.
2. Technical assistance is provided in the implementation of integrated Health 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, HIV/AIDS, WASH, 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 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 programme.

- Assists in Identifying training needs and conducts relevant orientation, workshop, training, and learning/development activities for the staff as well as for government personnel and beneficiaries, 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 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. Gender sex aggregated data and inputs provided relevant to the health programme

- 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 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

- 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; 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 related MDGs goals.

- Keeps close contacts with external counterparts, including those of the UN and national partners, 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 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 standardized 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. In case of emergency, assists in monitoring and assessing the nature and extent of the emergency in the assigned area.
- Aids the Country Office as required. In line with the Core Commitments for Children (CCCs) in Humanitarian Action, strengthens partnerships with the health humanitarian actors within the Inter-Agency Standing Committee (IASC).
- Provide professional assistance in the formulation and/updating of health action plans in preparation and response to health emergencies and emergencies in health and other emergencies that may occur through supporting the collection, interpretation, and analysis of all available data on the evolving emergencies that may occur and maintain the effective flow of information and communication
- Working closely with Ministry of Health and Childcare, Other Ministries, and other Health partners, participate in coordination platforms and highlight the UNICEF contribution to emergencies and assist in organizing and facilitating capacity building of staff of partner's capacity building needs in health emergencies preparedness and response
- Conduct regular visits to the emergency affected locations to conduct assessments of the magnitude of the problem and its implication on the population and assess the ongoing health interventions and their impact on the emergency and provide timely inputs into reports (SITAN, SITREPS, DONOR reports), updates to the Emergency Management Team, proposals and other documents as requested by the Country office.
- Support the implementation of the emergency health response as necessary through follow up on the timely delivery of assistance and supplies, monitors the appropriate and effective use of UNICEF resources. Identify problems and constraints in emergency health programme delivery and work with colleagues to make sure that disaster prevention, mitigation, preparedness, and response strategies are mainstreamed in the country office emergency workplan.

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IV. Impact of Results *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

The post will contribute to public advocacy strategies in support of all UNICEF programme outcomes, responsible for increasing the quantity of content on the CO website and multiple digital media platforms to build supporter engagement; strengthen political will in support of UNICEF's mission and objectives in Zimbabwe; enhance the organization's credibility and brand, promote child rights, provide donor recognition, and support resource mobilization.

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

Core Values	Core Competencies (
<ul style="list-style-type: none">• Care• Respect• Integrity• Trust• Accountability	<ul style="list-style-type: none">• 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)

VI. Recruitment Qualifications

Education:	University degree in Public Health, nursing, public policy, management of public health initiatives
Experience:	A minimum of five years of professional work experience in planning, programming, implementation monitoring and evaluation of immunization and emergencies within health programmes. Professional work experience in a programme management function or a technical expert capacity in child survival & health care. Developing country work experience (for IP) or field work experience (for NO) Background/familiarity with Emergency.
Language Requirements:	Fluency in English is required. Knowledge of a local language is an asset.

VII. Child Safeguarding Risk Assessment

Is this position considered as 'elevated risk' Yes No

role' from a child safeguarding perspective?	If yes, check all that apply
Direct contact role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.
Child data role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos).
Assessed Risk Role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate the number of hours/months of direct engagement with particularly vulnerable children.
Safeguarding response role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

