

VACANCY ANNOUNCEMENT

**Nutrition Specialist
(Programme / Cluster Coordinator),
P4 - FT,
RDM24019
MENARO, Amman, Jordan**

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.

At UNICEF, we are committed, passionate, and proud of what we do. Promoting the rights of every child is not just a job – it is a calling.

UNICEF is a place where careers are built: we offer our staff diverse opportunities for personal and professional development that will help them develop a fulfilling career while delivering on a rewarding mission. We pride ourselves on a culture that helps staff thrive, coupled with an attractive compensation and benefits package.

Visit [our website](#) to learn more about what we do at UNICEF.

For every child, *Hope*

Strategic office context :

The nutrition needs of children and women of Syria continue to rise, year after year. The socioeconomic status has deteriorated further, in addition to the February earthquake that exacerbated the needs and amplified vulnerabilities. The erosion of service capacity continues, with water and sanitation systems, health systems, and social protection systems under immense strain. According to Humanitarian Needs Overview 2024, Syria faces a concerning escalation in the prevalence of wasting, stunting, and anemia affecting children under the age of five. Elevated levels of anemia for women of reproductive age, particularly among adolescent girls (15–19 years).

Whole of Syria (WoS) provides leadership and technical guidance to cluster coordination across Syria. The WoS leads humanitarian programme cycle including assessment, preparation of Humanitarian Needs Overview (HNO), Humanitarian Response Plan (HRP) which also includes sector severity ranking, children in needs, set priorities, targets and funding requirements. WoS also participates in Inter-Sector Group (ISG) coordination meetings.

The demands on UNICEF to respond to large-scale crises have never been greater in the region. There is a trend towards increasingly complex crises, where conflict and climate threats exacerbate underlying vulnerabilities in health, water, food and other systems.

The result is a greater number of countries experiencing protracted food and nutrition insecurity and high levels of malnutrition in children and women.

The Nutrition Section in the Middle East and North Africa Regional Office (MENARO) provides technical and strategic assistance, quality assurance and oversight for 20 country office nutrition programmes in the region, based on the UNICEF global nutrition strategy, strategic plan and regional office priorities. The MENARO nutrition section contributes to country office results in preventing all forms of maternal, child and adolescent malnutrition and ensuring treatment for wasted children, supports evidence generation, data analysis, knowledge management and the strengthening of information systems, and pursues strategic partnerships with UN agencies, NGOs, academic institutions, donors and other stakeholders to advance the nutrition agenda in the region.

Purpose for the job:

Under the supervision of the Senior Emergency Specialist, P5, Whole of Syria and the Regional Nutrition Adviser, P5, MENARO (dotted line), the Nutrition Specialist, Programme and Cluster Coordination will provide do the cluster coordination for the WoS and provide the technical guidance to all MENA countries on nutrition in emergencies programme and cluster coordination.

The Nutrition Specialist will provide leadership and representation of Whole of Syria Nutrition Cluster. Nutrition Specialist will facilitate the processes that will ensure a well-coordinated, strategic, adequate, coherent, and effective response by participants in the Cluster/ Sector/ Working Group that is accountable to those who are affected by the emergency. In their effort to provide an efficient and effective response to the humanitarian crisis, the Nutrition Specialist is responsible for building relationships with stakeholders, for securing the overall coordination of sectoral responses and for ensuring inter-sectoral collaboration.

The Nutrition Specialist under the guidance and supervision of the Regional Nutrition Adviser will work with all MENA countries facing emergencies in improving UNICEF systems and approaches for NiE and Nutrition Cluster Coordination in the region. In coordination with the global and country nutrition clusters, the Nutrition Specialist will mobilize technical capacity for analyzing and strengthening the nutrition data and systems – in emergencies and beyond. The incumbent will also ensure country-level staff have adequate knowledge and skills to effectively lead an emergency nutrition response and nutrition cluster coordination and information management.

How can you make a difference?

Summary of key functions/accountabilities:

1. **Management and advisory support to the Regional and Country Offices**
2. **Programme development and planning**
3. **Programme management, monitoring and delivery of results**
4. **Technical support to strengthen national and local capacity**
5. **Advocacy, Resource mobilization and partnership building**

6. **Innovation, knowledge management and capacity building**
7. **Cluster Coordination, representation and leadership**

1. Management and advisory support to the MENA Country Offices

- In coordination with the RO and HQ Humanitarian teams and the Global Nutrition Cluster, provide direct, context-appropriate technical support (remote and in person) to MENA countries for UNICEF's nutrition in emergency (emergency preparedness, response, and recovery).
- Support countries in developing emergency preparedness and response plans for the crisis countries and reviewing strategic response documents (Strategic Response Plans, Humanitarian Needs Overviews, Humanitarian Action for Children appeals) to contribute to effective and efficient emergency preparedness and response actions.
- Identify capacity gaps and provide specific and contextual capacity-strengthening support to the MENA countries; utilizing approaches including but not limited to mentoring, coaching, and training in all areas of nutrition in emergencies.
- Participate in the monitoring and evaluation of the nutrition component of emergency responses (e.g. annual reporting on emergency preparedness and response, documentation of lessons learned and good practices, and strengthening the capacity of UNICEF monitoring systems to track emergency preparedness and response) as well as liaising with donors and contribute to knowledge management and communication to ensure that emergency responses are adequately resourced, and documented for future planning and strategy development.
- Provide operational support to country offices, including recruitment, proposal development, procurement and budgets as required by the COs.

2. Programme development and planning

- Provide technical support and guidance on 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 is available to guide policy development as well as design and management of NiE programmes.
- Participate in strategic programme discussions on the planning of nutrition in emergency programmes.
- Formulate, design and prepare a sector of the nutrition programme proposal, ensuring alignment with UNICEF's Strategic Plans, Country Programme, and coherence/integration with the UN Development Assistance Framework (UNDAF), regional strategies, as well as national priorities, plans, and competencies.
- Establish specific goals, objectives, strategies, and implementation plans for the sector(s) based on results-based planning terminology and methodology (RBM). Prepare required documentations for programme review and approval.
- Provide authoritative technical and operational support throughout all stages of programming processes to ensure integration, coherence and harmonization of NiE programmes with other UNICEF sectors and achievement of results as planned and allocated.
- Lead the planning and implementation of needs assessment and analysis, including representing the Cluster/ Sector/ Working Group in multi-sectoral needs assessments and joint analysis of need, at national and subnational levels
- Lead the planning and implementation of needs assessment and analysis, including representing the Cluster/ Sector/ Working Group in multi-sectoral needs assessments and joint analysis of need, at national and subnational levels

- Lead and coordinate strategic planning, response prioritization and the development of the sectoral response plan that is based on the HNO and aligned with national priorities, policies and plans,
- Engage with OCHA and other AoRs/ Clusters/ Sectors/ Working Groups to contribute to the development of the HRP, advocating for a response that reflects and addresses the concerns of the Cluster/ Sector/ Working Group.

3. Programme management, monitoring and delivery of results

- 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 nutrition programmes.
- Participate in monitoring and evaluation exercises, programme reviews and annual health reviews with the 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 and Cluster/ Sector/ Working Group strategy, priorities and agreed results. Identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor programmes and projects 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.
- Plan, 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.
- Monitor Cluster/ Sector/ Working Group adherence to IASC cluster approach principles, relevant humanitarian and sectoral agreements, standards, initiatives and guidelines and support partners to make improvements.

4. Technical support to strengthen national and local capacity

- Provide advice to key government officials, NGO partners, UN system partners, and other country office partners/donors on policies, strategies, best practices and approaches on nutrition-related issues to support programme development planning, management, implementation, and delivery of results.
- Participate in strategic programme discussions and planning to provide technical advice, contribute to policy discussions and agendas, and promote nutrition interventions, especially in the areas of maternal and child nutrition, gender, emergency preparedness and maternal, newborn.
- Prepare 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 or where designated.

5. Advocacy, Resource mobilization and partnership building

- Build and strengthen strategic partnerships with nutrition/health sector government counterparts, national stakeholders, global partners, allies, donors, and academia, through active networking, advocacy and effective communication. Build capacity, exchange knowledge and expertise, and/or promote cooperation and alliances to achieve programme goals on maternal and child rights as well as social justice and equity.
- Prepare communication and information materials to highlight programme goals, achievements and/or needs to promote awareness, establish partnerships/alliances and support fund raising for nutrition programmes (maternal, newborn and child survival and development).
- Participate and/or represent UNICEF in appropriate inter-agency (UNCT) discussions and planning on nutrition-related issues to ensure organizational position, interests and priorities are fully considered and integrated in the UNDAF process in development planning and agenda setting. Collaborate with inter-agency partners/colleagues on UNDAF planning and preparation of nutrition programmes/projects.
- Support and coordinate the mobilization of adequate resources to ensure the effective functioning of the Cluster/ Sector/ Working Group and its response and subsequent handing over and establishment of medium to long term capacities when the cluster approach is deactivated,
- Monitor, analyse and communicate information about the Cluster/ Sector/ Working Group's financial situation and resource mobilization and identify appropriate actions to address gaps or constraints.

6. Innovation, knowledge management and capacity building

- Promote critical thinking, innovative approaches and good practices for sustainable nutrition programme/project initiatives through advocacy and technical advisory services.
- Keep abreast, research, benchmark, and implement best and cutting edge practices in health management and information systems. Institutionalize and share best practices and knowledge learned.
- Contribute to the development of policies and procedures and introduce innovation and best practices to ensure optimum efficiency and efficacy of sustainable programmes and projects.
- Organize, plan and/or implement capacity building initiatives to enhance the competencies of clients and stakeholders to promote sustainable results on health/nutrition related programmes/projects.

7. Coordination, representation and leadership

- Ensure, establish and maintain a coordination mechanism that facilitates the effective achievement of the cluster functions (as outlined by the IASC Reference Module) and the requirements of the HPC (HNO, HRP and CCPM) and which builds on pre-existing coordination structures where appropriate and furthers the development of current or future national and subnational capacities,
- Oversee the functioning of any sub-national or hub Cluster/ Sector/ Working Group where they exist, ensuring alignment of work and priorities, effective communication, reporting, engagement and coordination between the levels,
- Supervise the Cluster/ Sector/ Working Group coordination team,
- Ensure appropriate coordination and build partnerships with all relevant sector stakeholders including government counterparts and national authorities, local, national

and international organizations, other AoRs/ Clusters/Sectors/ Working Groups, and affected populations.

- Build complementarity of partner actions within the Cluster/ Sector/ Working Group, proactively negotiating with partners to avoid and resolve duplication and gaps,
- Coordinate, collaborate and represent the Cluster/ Sector/ Working Group with stakeholders across all sectors, including through inter-cluster coordination fora, developing cross-sectoral relationships as appropriate.

Impact of Results

The efficiency and efficacy of support provided by the Nutrition Specialist to the preparation, planning and implementation of nutrition programmes/projects contributes to and accelerates the national development efforts to improve the nutritional status of mothers, infants and children in the country. This in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to continue to provide programme services to mothers and children that promotes greater social equity in the country.

Working in partnership with Cluster/ Sector/ Working Group participants, the Nutrition Specialist Cluster Coordinator provides leadership and representation for the Cluster/ Sector/ Working Group. This contributes to the predictability and accountability of humanitarian action, in line with the aims of the cluster approach and IASC principles, and ensures that the humanitarian response is well-coordinated, strategic, adequate, coherent, effective and builds the resilience of the affected population. It also contributes to maintaining and enhancing the credibility and ability of UNICEF to fulfil its commitments as Cluster Lead Agency, in line with the CCCs. By identifying opportunities from the onset and throughout the humanitarian response to build resilience of the affected population, for programming and coordination capacity and leadership, the Nutrition Specialist Cluster Coordinator also contributes to a smooth phasing out of the internationally led Cluster/ Sector/ Working Group Leadership.

To qualify as an advocate for every child you will have...

The following minimum requirements:

[Include the vacancy requirements aligned to the category and level of the position. You can see examples in the branded VA example.]

- **Education:** An advanced 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.
- **Work Experience:** A minimum of eight 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 care.
 - Experience of working in the humanitarian coordination system is required.
 - A minimum of two years of experience of Nutrition Cluster/ Sector/ Working Group coordination is desirable.
 - Experience in health/nutrition programme/project development and management in a UN system agency or organization is an asset.

- **Skills:** Technical competencies must be demonstrated in the following areas:
 - Good understanding of UNICEF's nutrition strategy (2020-2030) and Core Commitment for Children (CCCs).
 - Demonstrated understanding and experience of nutrition cluster coordination, navigating processes, advocacy and resource mobilization.
 - Demonstrated experience in nutrition sector data and needs analysis.
- **Language Requirements:** Fluency in English is required. Knowledge of another official UN language (Arabic, French, Chinese, Russian or Spanish) or a local language is an asset.

For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)

The 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.

Familiarize yourself with [our competency framework](#) and its different levels.

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](#), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

We offer a [wide range of benefits to our staff](#), including paid parental leave, time off for breastfeeding purposes [\[KR5\]](#), and [reasonable accommodation for persons with disabilities](#). UNICEF strongly encourages the use of flexible working arrangements.

UNICEF does not hire candidates who are married to children (persons under 18). UNICEF has a zero-tolerance policy on conduct that is 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 is committed to promoting the protection and safeguarding of all children. All selected candidates will undergo rigorous reference and background checks and will be expected to adhere to these standards and principles. 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.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station is required for IP positions and will be facilitated by UNICEF.

Appointments may also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Should you be selected for a position with UNICEF, you either must be inoculated as required or receive a medical exemption from the relevant department of the UN. Otherwise, the selection will be canceled.

Remarks:

As per Article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity.

UNICEF's active commitment to diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable ***female candidates*** are encouraged to apply.

Government employees who are considered for employment with UNICEF are normally required [\[LK6\] to](#) resign from their government positions before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.

UNICEF does not charge a processing fee at any stage of its recruitment, selection, and hiring processes (i.e., application stage, interview stage, validation stage, or appointment and training). UNICEF will not ask for applicants' bank account information.

All UNICEF positions are advertised, and only shortlisted candidates will be contacted and advance to the next stage of the selection process. An internal candidate performing at the level of the post in the relevant functional area, or an internal/external candidate in the corresponding Talent Group, may be selected, if suitable for the post, without assessment of other candidates.

Mobility is a condition of international professional employment with UNICEF and an underlying premise of the international civil service.

Additional information about working for UNICEF can be found [here](#).