**TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT**

**Title:** Programme Manager, Health

**Level:** P3

**Appointment Type:** Temporary Appointment

**Duration:** 364 days

**Duty Station:** Abuja, Nigeria

**Reporting to:** Chief of Health

**BACKGROUND:**

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 favouritism. 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 fulfil 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 Programme Manager, Health (Programme Manager) will manage specific, multi-stakeholder health projects for the Nigeria country office focusing on designing, planning, implementing and monitoring workplans to deliver measurable results. The Programme Manager will report to the Nigeria Country Office Chief of Health and will work with the Health Managers responsible for leading the primary health care (PHC) systems, immunization, and maternal, neonatal and child heath (MNCH) clusters.

**PURPOSE OF THE ASSIGNMENT:**

The Government of Nigeria has renewed its commitment to achieving Universal Health Coverage (UHC) and has adopted PHC as a main pillar for its action to achieve its UHC goals. The Programme Manager will provide support to the Nigeria country office and health section,

to manage projects that require engagement of a wide range of stakeholders, tight deadlines, and multiple funding sources. They will be the leading project manager of the following initiatives:

* Operationalization of the three national-level vaccine hub model, in cooperation with the National Primary Health Care Development Agency (NPHCDA)
* Implementation of Global Fund support, including the upgrade of 22 medical warehouses, technical assistance to the Government of Nigeria and product procurements, in cooperation with the National Tuberculosis, Leprosy and Buruli Ulcer Control Programme (NTBLCP)
* Solarisation of primary health care facilities, in cooperation with the National Primary Health Care Development Agency (NPHCDA)

**MAJOR RESPONSIBILITIES:**

1. Support to programme development and planning
   1. Lead the strategic program design, evidence generation, partnership coordination and representation of the designated health section projects
   2. Participate in strategic programme discussions on the planning of health programmes with a focus on strategies to strengthen the health system and PHC, and address health inequities, including gender disparities
   3. Formulate, design and prepare management structures, documents, workplans, and monitoring and evaluation mechanisms for the designated health section projects
   4. Ensure close coordination with health section clusters for effective implementation of the assigned projects, with a focus on ensuring ownership, mainstreamed implementation and overall programmatic coherence
   5. Assist with the development and review of good quality health section equity-focused operational plans
   6. Work closely with relevant colleagues, UN partners, global initiatives, INGOs and State Governments to develop and manage assigned projects
2. Programme management, monitoring and delivery of results
   1. 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 health programmes
   2. 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
   3. Ensure quarterly fund allocations based on utilization and compliance with achievement of programmatic and accountability framework goals for the implementation of assigned projects and plans
   4. Ensure timely implementation of the assigned multi-stakeholder, cross-cutting programmes of the Nigeria country office focusing on designing, planning, implementing and monitoring workplans to deliver measurable results
   5. Ensure the monitoring framework of key results is regularly updated and key deliverables are achieved
   6. Use hands on experience to generate and utilize both primary and secondary data to inform program design, improvement and/or redesign
3. Technical and operational support to programme implementation
   1. 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
   2. Lead design, coordination, implemention and monitoring of the assigned health programmes, with a focus on increasing access and utilization of responsive health services to maximize opportunities to improve maternal, adolescent and child health outcomes across the section
   3. Support the documentation, reporting and sharing of innovations, success stories and programme activities related to programme implementation
4. Networking and partnership building
   1. Build and sustain effective close working partnerships with health sector and non-health sector (i.e., State Ministry of Planning and Budget, global health initiatives including the Global Fund and Gavi), government counterparts, national stakeholders, as well as global partners, allies, donors, and academia
   2. Through active networking, advocacy and effective communication, build capacity and exchange knowledge and expertise to facilitate the achievement of programme goals on child rights, social justice and equity
   3. Prepare communication and information materials for programme advocacy to promote awareness, establish partnerships/alliances and support fund raising for health programmes
5. Innovation, knowledge management and capacity building
   1. Apply and introduce innovative approaches and good practices to build the capacity of partners and stakeholders, and support the implementation and delivery of concrete and sustainable programme results
   2. Keep abreast and conduct research to provide evidence for implementation of best and cutting-edge practices in health
   3. Organize and implement capacity building initiatives to enhance the competencies of stakeholders to promote sustainable results on health-related programmes/projects
   4. Support the documentation, reporting and sharing of innovations, success stories and programme activities
   5. Provide technical leadership and coordination of relevant operational research, thus contributing to the knowledge base in health systems and innovation
   6. Disseminate relevant academic research findings, publications, presentations and reports

Expected results:

The efficiency and efficacy of support provided by the Programme Manager to programme preparation, planning and implementation facilitates the delivery of concrete and sustainable results that directly impact the improvement of the health and wellbeing of the most marginalized and vulnerable children and women in the country. This in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to continue to provide programme services to protect the rights of children and to promote greater social equality to enable them to survive, develop and reach their full potential in society.

**QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED:**

**Education:**

An advanced university degree (Master’s or higher) in health, public financial management, management, international relations, or closely related field is required.

A first university degree combined with 2 additional years of professional service and understanding of relevant functions may be considered in lieu of advanced university degree, preferably combined with credited courses or certifications.

**Experience:**

* A minimum of five years of relevant professional experience in the management of projects within the national/international health sector is required.
* Prior experience working in global health initiatives (Global Fund, GFF, GAVI) managing projects or programmes is an asset.
* Preference will be given to candidates who have demonstrated knowledge of and professional experience in at least three of the following areas:
  + Management of immunization related projects
  + Contributions to health systems strengthening funding applications and programmes
  + Introduction of innovations in complex contexts
  + Experience and knowledge of the Nigerian context
  + Experience working in a UN system agency or organization, or in a global health initiative (TGF, GAVI, GFF) or development bank

**Skills:**

* Ability to resolve difficult, complex and sensitive situations often under pressure
* Ability to initiate and manage change in a diverse environment
* Ability to clearly and concisely express ideas and concepts in written and oral form
* The ability to allocate appropriate time and resources for successful achievement of goals, and foresee risks and allow for contingencies when planning
* Ability to implement clear goals that are consistent with agreed strategies, identify priority activities and assignments, adjust priorities as required
* Ability to work strategically to realize organizational goals, develop strategies, set clear visions
* Advanced communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders
* Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes

**Language Requirements:**

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, or French, Russian Spanish) or a local language is an asset.

**Competency Profile:**

* Core Values (Required)
  + Care
  + Respect
  + Integrity
  + Trust
  + Accountability
* Core Competencies
  + 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)
* Functional Competencies
  + Analyzing (2)
  + Learning and Researching (2)
  + Planning and organizing (2)
  + Following Instructions and Procedures (2)