

# UNITED NATIONS CHILDREN'S FUND

## SPECIFIC JOB PROFILE

**SENDER:** Su Sandi Aung

**JOB DESCRIPTION TYPE:** Specific Job Description

**POST NUMBER/ CASE NUMBER:** MAM21005

**POST/CASE NUMBER OF SUPERVISOR:** Emergency Specialist P4, Post# 64923

**REASON FOR CLASSIFICATION:** Establishment of new post

**REGION/DIVISION:** EAPRO

**COUNTRY:** Myanmar

**DUTY STATION:** Yangon

**OFFICE:** Emergency

**SECTION:** Emergency

**UNIT:** Emergency

**CATEGORY:** IP

**PROPOSED LEVEL:** P3

**JOB TITLE:** Nutrition Specialist (Nutrition in Emergencies Cluster Coordinator)

### **STRATEGIC OFFICE CONTEXT:**

UNICEF's 2021 Humanitarian Action for Children appeal requests \$62 million for UNICEF/Myanmar's humanitarian response in Rakhine, Chin, Kachin, Shan and Kayin States. Myanmar also is at significant risk of natural disasters—particularly floods, cyclones, and earthquakes. As such, emergency response activities are a daily part of UNICEF's ongoing work and has both its own acute need provision as well as ties to durable solutions, human rights, and the humanitarian/development nexus.

The IASC Humanitarian Coordinator (HC) retains the principle responsibility for the overall humanitarian response and thus the UNICEF-led clusters/sectors will report to the Humanitarian Coordinator, through the Inter-Cluster Coordination Group, and Representative and/or his/her designee on all issues related to the functioning of the Nutrition Cluster. The IASC HC will be supported by OCHA and may delegate some reporting tasks to others.

UNICEF retains responsibility to ensure that the obligations for Cluster leadership that the agency has made to the IASC made at the global level are fulfilled to the satisfaction of the HC. Therefore the NiE Cluster Coordinator will additionally report to the UNICEF Country Representative on a regular basis on the ability of UNICEF to fulfill Cluster obligations.

The role of the NiE Cluster Coordinator is very much the role of a facilitator of the coordination process. The success of the NiE cluster will be dependant on the level of participation and contributions that the NiE Cluster Coordinator can generate from the various actors in order to strengthen the response and achieve greater results. Nutrition in particular has close ties with the National Nutrition Centre of the Ministry of Health and Sports and thus the cluster coordinator will be responsible for nurturing and growing that relationship and looking for areas of support and engagement to improve the overall nutrition response and capacities in country.

### **PURPOSE OF THE JOB**

On behalf of the IASC Humanitarian Coordinator in Myanmar and UNICEF as the lead agency for the IASC Nutrition in Emergencies (NiE) cluster, and in collaboration with the State Authorities, the main purpose of the Nutrition Specialist Cluster Coordinator post is to provide leadership and facilitate the processes that will ensure a well coordinated, coherent, strategic, and effective NiE response in Myanmar by a mobilized and adequately resourced groups of agencies, organizations, NGOs, local communities etc.

UNICEF Myanmar is also engaging in a new approach to cluster leadership with national and international NGOs taking responsibility for sub-national coordination. It will be the responsibility of the Nutrition Cluster Coordinator to support the sub-national level with frequent travel to the field to ensure all pillars of cluster coordination are addressed and engagement with relevant partner and government stateholders is moving forward.

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### KEY ACCOUNTABILITIES and DUTIES & TASKS

The accountability and key end-results set out below are those of the NiE Cluster Lead Agency. It is the role of the NiE Cluster Coordinator to ensure these are attained through the combined efforts of him/herself, of the NiE Cluster Support Team (when provided) and of the NiE Country Sub-Cluster Group. The exact tasks and responsibilities will depend on the nature, size and scope of the emergency, as well as existing capacity of national government and the international community. In this respect they will include the following:

**1. Inclusion of key humanitarian partners:**

- Ensure inclusion of key NiE humanitarian partners in a way that respects their mandates and programme priorities
- Act as focal point for inquiries on the NiE Cluster's response plans and operations.

**2. Establishment and maintenance of appropriate humanitarian coordination mechanisms:**

- Ensure appropriate coordination between all NiE humanitarian partners (national and international NGOs, the International Red Cross/Red Crescent Movement, etc...), through establishment/maintenance of appropriate NiE Cluster/sector coordination mechanisms, including working groups at the national level
- Ensure effective sub-cluster coordination at the sub-national level in close coordination with national/international NGO leadership.
- Secure commitments from NiE humanitarian partners in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities within the NiE group;
- Promote NiE emergency response actions while considering NiE prevention and DRR;
- Ensure effective links with other clusters/sectors;
- Ensure that NiE coordination mechanisms are adapted over time to reflect the capacities of local actors and the engagement of development partners;
- Represent the interests of the NiE Cluster in discussions with the UNICEF Representative and other stakeholders on prioritization, resource mobilization and advocacy;
- Maintain the Who, What, Where Information Management system

**3. Coordination with national/local authorities, State institutions, local civil society and other actors:**

- Ensure appropriate links with national and local authorities, State institutions, local civil society and other relevant actors and ensure appropriate coordination and information exchange with them.

**4. Participatory, conflict sensitive and community-based approaches:**

- Ensure utilization of participatory and community-based approaches.
- Ensure all aspects of NiE cluster functioning takes into account a conflict-sensitive approach based on an updated analysis of local dynamics

**5. Attention to priority cross-cutting issues:**

- Ensure integration of agreed priority cross-cutting issues in NiE assessments, analysis, planning, monitoring and response (e.g. age, disability, diversity, environment, gender, and human rights);

**6. Needs assessment and analysis:**

- Ensure effective and coherent NiE assessment and analysis, involving all relevant partners and demonstrating conflict sensitivity

**7. Emergency preparedness:**

- Ensure adequate NiE related contingency planning and preparedness for potential significant changes in the nature of the emergency;
- Promote and support training of NiE humanitarian personnel and capacity building of humanitarian partners around nutrition issues;
- Support efforts to strengthen the NiE capacity of the national/local authorities and civil society.

**8. Planning and strategy development: Ensure predictable NiE engagement on:**

- Nutrition assessment and analysis; adaptation of generic standard assessment formats;
- Developing/updating agreed NiE response strategies and action plans and ensuring that these are adequately reflected in the overall country strategies, such as the Humanitarian Response Plan.
- Tracking lessons learned and revise strategies and action plans accordingly;

**9. Application of standards:**

- Ensure that NiE cluster/sector participants are aware of relevant policy guidelines, technical standards and relevant commitments;
- Ensure NiE standards include the latest learning and knowledge on conflict sensitive programming

**10. Monitoring and reporting:**

- Ensure adequate monitoring mechanisms are in place (with OCHA support) to review impact of NiE interventions and progress against implementation plans. This specifically needs to include an interpretation of best available information in order to benchmark progress of the emergency response through indicators such as quantity, quality, coverage, continuity and cost and target population data including desegregation by sex, age etc...) of service delivery.

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- Ensure adequate NiE impact reporting and effective information sharing (with OCHA support) to demonstrate the closing of gaps

### 11. **Advocacy and resource mobilization:**

- Identify core NiE advocacy concerns, including resource requirements, and contribute key messages to broader advocacy initiatives;
- Work with the cluster to seek creative solutions for issues that require long term advocacy
- Advocate for donors to fund NiE actors to carry out priority activities

### 12. **Provision of assistance or services as a last resort:** Where critical gaps in addressing NiE priorities are identified the NiE Cluster Coordinator will:

- Lobby for implementing humanitarian partners to address the gaps.
- Advocate for the adequate provision of resources and safe access.
- If persistent gaps remain, work with the UNICEF Representative to take action to fill the critical gaps through direct implementation action.

## IMPACT OF RESULTS

The strategic and effective coordination of the nutrition cluster with appropriate support at the sub-national level, and engagement with all key stakeholders from beneficiaries, communities, CSOs, NGOs, and local and national governments will contribute to the achievement of UNICEF's humanitarian response as well as that of the Humanitarian Response Plan, Inter-Cluster Coordination Group, and Humanitarian Country Team. The NiE cluster will work to improve the nutritional status of mothers, infants and children in the country .

## COMPETENCIES AND LEVEL OF PROFICIENCY REQUIRED

### Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

### Core Competencies

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

### Functional Competencies:

- Analyzing (3)
- Deciding and Initiating action (2)
- Applying technical expertise (3)

### Technical Knowledge:

#### a) Common Technical Requirements

- Knowledge of humanitarian reform principles, international humanitarian law, reform pillars & reform updates
- Knowledge of the Cluster approach guidelines and Terms of Reference and knowledge of how to apply them
- Knowledge of cluster participants their mandates, capacities, attitudes, limitations, and how to integrate them into the cluster approach
- Ability to mitigate and mediate conflict and disagreements among cluster partners

#### b) Function-Specific (Technical) Requirements

- Ability to use and adapt cluster coordination tools (e.g. stakeholder mapping, CERF, HPC, Flash Appeals, IM tools, contingency planning).

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- Knowledge of NiE sector as a whole and its priority issues; an ability to strategize how these sectoral needs are met through collective delivery.
- Ensure that the role, responsibilities and functional linkages among the Cluster support team (where applicable) are clear and well-coordinated

## RECRUITMENT QUALIFICATIONS

### Education:

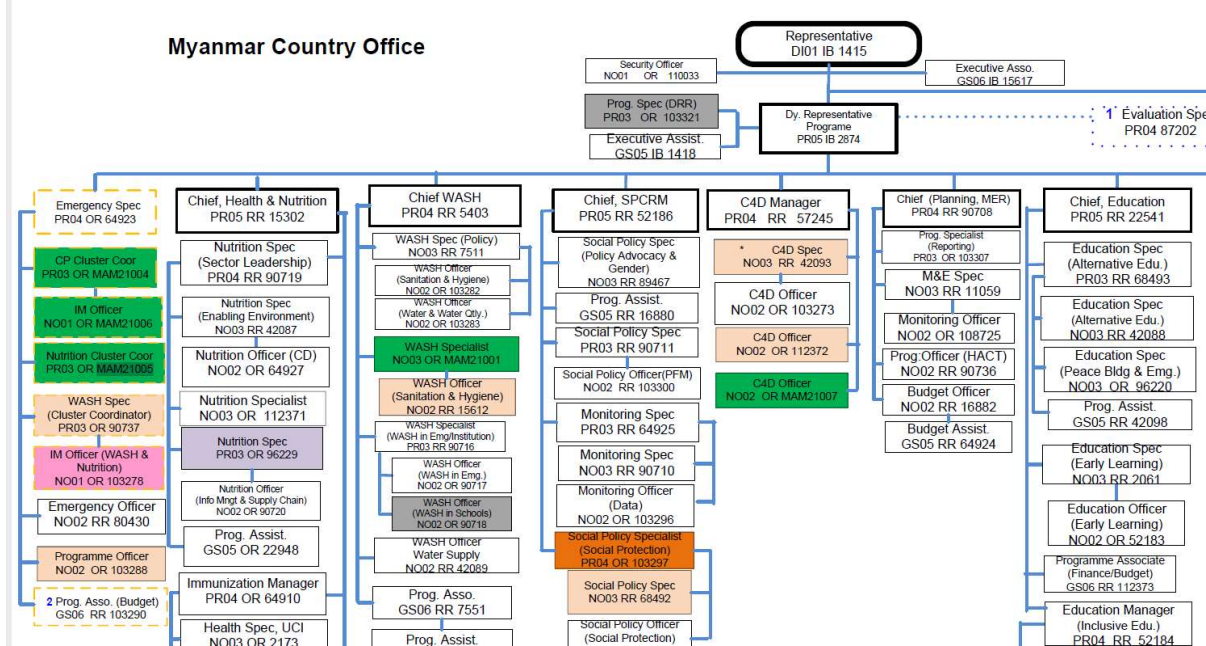
An advanced university degree in one of the following fields is required: nutrition, public health, nutritional epidemiology, global/international health and nutrition, health/nutrition research, policy and/or management, health sciences, nutritional epidemiology, or another health-related science field.

### Experience:

- Minimum of five years direct nutrition emergency experience at least two of which would be based in the field at a programme management level.
- Including a min. of 2 years' experience of responding to an emergency.
- Experience with either the UN and/or an NGO.
- Experience in health/nutrition programme/project development and management in a UN system agency or organization is an asset
- All supported by strong references

### Language Requirements:

Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.



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**Su Sandi Aung**

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**From:** Alessandra Dentice  
**Sent:** Monday, December 7, 2020 9:12 AM  
**To:** Su Sandi Aung  
**Cc:** Emmanuel Ngalaba; Kabwe Musonda; Ei Hlaing Phyto; Jane Strachan  
**Subject:** RE: Approval Submission Job Descriptions (1st Batch): Proposed 2020 PBR Structural Changes

Dear Su Sandi – many thanks for your patience.

In terms of first batch, and after discussion with Jane & team please note:

- Creation of IM position at NOA level: the reporting line should be under the newly created P3 Cluster Coord CP (NOT the P4 Emergency Manager), with a dotted line (matrix management) to the P3 Cluster Coord EIE (currently within Save the Children)
- The current IM position at NOA level should stay under the P3 Cluster Coord WASH, but will have a dotted line (matrix management) to the P3 Cluster Coord Nut

Thanks and let me know if this is clear,  
Alessandra

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RE: Myanmar\_MAM21005\_\_Nutrition-Specialist-Nutrition-in-Emergencies-Cluste...



Sayuri Asano

To Hein Kyaw Soe

Reply

Reply All

Forward



Mon 12/21/2020 9:26 AM

Dear Hein,

Thank you for explaining the background. I am ok to approve this.

Thank you!  
Sayuri