

SPECIFIC JOB DESCRIPTION

I. Post Information

POST NUMBER/ CASE NUMBER: 138592
POST/CASE NUMBER OF SUPERVISOR: 136502-
 Assistant Rep Equitable and Resilient Services
 for Primary Health Care, P4
REASON FOR CLASSIFICATION: New post
REGION/DIVISION: Multi-Country Office (MCO)
 for the Caribbean, LACR
COUNTRY: Barbados
DUTY STATION: Bridgetown
OFFICE: MCO for the Caribbean
SECTION: Equity Access to quality Health &
 Education Services outcome
UNIT: Programme

CATEGORY: National Officer
PROPOSED LEVEL: NOC
JOB TITLE: Health & Nutrition Specialist
(Primary Health Care & Nutrition)
Functional Code : HNN
ICSC CCOG Code : 1F

II. Strategic Office 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.

Strategic office context:

As part of UNICEF's Future Focus Initiative (FFI), a corporate-wide transformation launched in 2025 to ensure UNICEF remains fit for purpose in an era of declining Official Development Assistance and increasing complexity, the offices in Belize, Jamaica, Guyana & Suriname, and the Eastern Caribbean Area (ECA) are consolidating into a new Caribbean Multi-Country Office, a regional platform combining policy influence, technical depth, and strategic partnerships across 12 countries, designed for systems-level impact and results at scale.

The Caribbean MCO operates as one integrated office across all 12 countries: one Multi-Country Programme Document, one shared basket of resources, and one management structure. This means every post in the MCO, regardless of duty station, holds a 12-country mandate and contributes to shared regional results rather than to a single-country portfolio. The Multi-Country Programme of

Cooperation (2027–2031), aligned with the UN Multi-Country Sustainable Development Framework (UNMSDCF) 2027–2031, establishes three shared programmatic outcomes for the twelve English- and Dutch-speaking Caribbean countries: equitable access to primary health care, learning and skills; protection of children from all forms of violence; and child poverty reduction and resilience strengthening.

The Caribbean MCO's management strategy is governed by four principles that together translate the new business model into concrete ways of working:

- **Impact-driven:** technical expertise is organized in shared multi-country working groups rather than replicated in each country, with enabling functions aligned around UNICEF's strongest comparative advantages.
- **Effective and agile:** parallel country ecosystems are replaced by harmonized systems and flexible cross-country staffing, keeping management lean and decisions close to implementation.
- **Grounded:** regional scale is balanced with national depth through country-specific workplans, Heads of Office in each duty station, and matrix management that anchors authority and accountability at country level.
- **People-centred:** structural and managerial choices are guided by staff wellbeing, transparency and inclusion, with clear role definitions, meaningful consultation, and continuous investment in learning and development.

The operational expression of this model is the working group model. Rather than replicating similar roles across four separate country offices, technical and operational expertise is organized into 16 thematic and functional working groups, each distributed across different duty stations and each serving the full 12-country MCO, not just its host location. Roles are designed around three organizing principles: shared regional service, meaning every specialist contributes to the wider MCO; complementary expertise, meaning team capabilities reinforce each other rather than repeating the same profile in multiple places; and agile presence, meaning the workforce can be rapidly deployed across countries through travel, surge support or remote modalities in line with evolving needs and priorities. This working group model is the foundation of a fundamentally new way of working for UNICEF in the Caribbean: depth replaces duplication, and shared capacity replaces fragmented country-by-country coverage.

The Health and Nutrition Specialist (Primary Health Care & Nutrition) is part of the *Equitable and resilient services for primary health care, learning and skills* working group. This group leads the implementation of the CPD outcome on equitable and resilient services that boost children's nutrition, mental health, learning and skills, by strengthening health and education systems to deliver integrated PHC, nutrition, MHPSS and quality basic and secondary education for all children and adolescents. Its function is to translate this priority into integrated policy packages, service delivery models and scalable solutions across the subregion, ensuring that equity, inclusion and climate-resilience are embedded in the expansion of health and education services and that socio-emotional learning and future-ready skills are systematically advanced in all 12 countries.

The team is led by the Assistant Representative for Equitable and Resilient Services for Primary Health, Learning and Skills in Belize and includes seven NOC specialists. The specialist profiles have been defined directly against the CPD outputs under this outcome, so that each post is anchored in a specific strand of work (early learning, foundational learning, policy and public finance, PHC/MHPSS, PHC/nutrition and Early Childhood Development), while together they form a complementary skills mix that covers the full range of expertise required to achieve the intended results. The working group is comprised of the following: Education Specialist (Early Learning) in Belize, Education Specialist (ECD) in Suriname, Education Specialist (Foundational Learning & Skills) in Guyana, Education Specialist (Policy & Budget) in Barbados, Health Specialist (Primary Health Care & Mental Health) in Suriname, Health Specialist (Policy & Budget) in Jamaica, and Health Specialist (Primary Health Care & Nutrition) in Barbados.

Purpose for the job:

The Health & Nutrition Specialist (Primary Health Care & Nutrition), reports to the Assistant Representative for Equitable and Resilient Services for Primary Health, Learning and Skills, P4., located in Belize, in close day-to day coordination with the in-country lead in Barbados.

The Health & Nutrition Specialist (Primary Health Care & Nutrition) provides specialised technical expertise in primary health care strengthening and nutrition programming, supporting UNICEF Caribbean's contribution to children's health outcomes across all 12 MCO countries. The role brings substantive technical depth in health system analysis, nutrition surveillance, and the integration of nutrition-sensitive interventions within primary care platforms.

Based in Barbados, the position will strengthen implementation support, policy engagement and partnership development where needs are greatest, while maintaining close access to neighboring countries across the northeastern Caribbean.

III. Key functions, accountabilities and related duties/tasks:**Summary of key functions/accountabilities:**

1. Situation Analysis and Strategic Planning on primary health care and nutrition
2. Technical Leadership for Primary Health Care and Nutrition Programmes
3. Programme Planning, Coordination and Delivery of Results
4. Monitoring, Evaluation and Nutrition Surveillance
5. Capacity Development and Technical Assistance
6. Programme Resource Management and Accountability
7. Partnerships, Advocacy and Knowledge Management
8. Emergency Preparedness and Humanitarian Response

- 1. Situation Analysis and Strategic Planning on primary health care and nutrition**
Timely technical analysis and evidence generation contribute to health and nutrition policy dialogue, strategic planning, programme development and implementation.
 - Contribute to the preparation and periodic updating of health and nutrition situation analyses, including assessments of Primary Health Care system performance, service coverage, nutrition status, health inequities, quality of care, and social determinants of health across the Multi-Country Office.
 - Provide technical inputs to the Country Programme Document and all related documents (e.g., Country Programme Recommendation, Plans of Action, Country Programme Summary Sheet).
 - Contribute robust evidence to policy dialogue and coordination with governments, regional institutions and development partners to ensure that primary health care and nutrition priorities are reflected in national and regional development agendas.
- 2. Technical Leadership for Primary Health Care and Nutrition Programmes**
Quality technical contributions are made to the development and implementation of Integrated Health & Nutrition strategies and approaches through participation and collaboration with internal and external partnership.
 - Works with other UNICEF sectors, particularly Health, Nutrition, CSD, HIV/AIDS, WASH and programme communication to ensure integration of the Health & Nutrition programme with other sectors.
 - Contributes to multisectoral approaches that address the immediate and underlying

determinants of maternal, newborn and child health and nutrition,

- Provide technical assistance to government counterparts and partners to strengthen the planning, implementation and monitoring of evidence-based nutrition programmes addressing malnutrition in all its forms, including micronutrient deficiencies and obesity.
- Participates with UNICEF, Government, non-government organizations (NGOs) and other partners in the development of strategies and approaches relating to Health & Nutrition. Monitors status to ensure achievement of strategic results in line with agreed Annual and Country Programme objectives and adopts corrective action to meet programme/project objectives.
- Support the integration of nutrition, immunization, early childhood development, mental health, WASH and social protection interventions within community and primary care services.
- Contribute to the identification and implementation of innovative and scalable approaches that improve equitable access to quality PHC and nutrition services, particularly for vulnerable and underserved populations with emphasis on sustainability of intervention and community participation.

3. Programme Planning, Coordination and Delivery of Results

Programme priorities, work plans and results are effectively managed to achieve sustainable improvements in health and nutrition outcomes.

- Support the development and implementation of the results-based sectoral work plans aligned with UNICEF's Strategic Plan, regional priorities and national health and nutrition strategies.
- Monitor implementation progress and facilitate corrective actions to address operational, technical and policy bottlenecks.
- Promote quality assurance, sustainability and institutionalization of successful PHC and nutrition interventions

4. Monitoring and Nutrition Surveillance

Programme performance and results are effectively monitored to inform decision-making and continuous improvement.

- Support monitoring, evaluation and learning activities for PHC and nutrition programmes, ensuring the availability of high-quality data to guide programme decisions.
- Conduct field monitoring visits and participate in programme reviews to assess implementation progress, identify challenges and recommend appropriate solutions.
- Strengthen nutrition surveillance, growth monitoring systems, and health information systems to improve data quality, analysis and utilization.
- Provide technical advice and support to government officials and implementing partners in the planning and management of the Health & Nutrition interventions and ensure their sustainability.
- Support the collection, analysis and dissemination of sex-disaggregated, age-disaggregated and equity-focused data.
- Apply robust monitoring systems for the health and learning portfolio, ensuring clear theories of change, indicators and periodic reviews that capture changes at child, household, community, service-delivery and system levels and inform course corrections and learning.

5. Capacity Development and Technical Assistance

National capacities are strengthened to improve delivery of primary health care and nutrition services.

- Provides technical support to government and NGOs in the planning, development, implementation, and evaluation stages of the PHC and nutrition programmes.
- Identify capacity gaps and support development of training programmes, technical guidelines, learning materials and mentoring approaches.
- Strengthen capacities of health workers, programme managers and community-based service providers in integrated health and nutrition programming.

- Design and implement staff training/development programme to upgrade the capacity of the Multi-Country Office staff with regard to competencies for technical requirements as well as for the programme development, implementation and management of PHC and nutrition programmes
- Support governments in strengthening and scaling digital health innovations, including electronic health information systems, telemedicine, patient tracking, nutrition surveillance and data-driven approaches that improve service quality, access and continuity

6. Programme Resource Management and Accountability

Programme resources are managed effectively and accountably to achieve results for children and families.

- Support planning, monitoring and management of programme resources in accordance with UNICEF rules, regulations and accountability frameworks
- Coordinate with Operations and Supply staff on supply and non-supply assistance activities, to ensure appropriate use of financial and non-financial resources.
- Monitor programme expenditures and implementation progress to ensure efficient utilization of available resources.
- Submits financial status reports to management in compliance with the regulations and guidelines.

7. Partnerships, Advocacy and Knowledge Management

Strategic partnerships and advocacy efforts advance primary health care and nutrition priorities.

- Establish and maintain strategic partnerships with governments, CARICOM institutions, PAHO/WHO, academia, civil society organizations, development partners and professional associations.
- Coordinates activities and exchanges information and knowledge with other programmes to contribute to achievement of overall country programme objectives.
- Support evidence-based advocacy for investments in primary health care, nutrition, community health systems, and child and adolescent health.
- In coordination with the working group, participate in the strengthening of partnerships with ministries of Education, Health and Social Protection, as well as with civil society organizations, academia and development partners, to advance universal and equitable access to essential health and nutrition services, inclusive and safe schools, and multisectoral responses that address developmental, learning and well-being gaps.
- Support policy dialogue and advocacy to improve food environments and promote healthy diets, including regulatory and behavioural approaches that address childhood obesity, and other forms of malnutrition.
- Builds up 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

8. Emergency Preparedness and Humanitarian Response

Health and nutrition preparedness and response capacities are strengthened across the Multi-Country Office.

- Support preparedness planning for health and nutrition emergencies, including natural disasters, disease outbreaks and other public health emergencies.
- Provide technical support for implementation of UNICEF's Core Commitments for Children in Humanitarian Action.
- Support continuity of essential health and nutrition services during emergencies, with particular attention to vulnerable populations.
- Support the planning, implementation, monitoring and reporting of emergency nutrition interventions, including the prevention, early detection and treatment of child wasting and maternal malnutrition.

- Coordinate with government authorities, partners and other UNICEF sectors to strengthen emergency preparedness and ensure timely, integrated and equitable nutrition responses for affected children and women
- Strengthen coordination with national and regional emergency response mechanisms and humanitarian partners.

Assumes any other duties and responsibilities assigned as appropriate to the purpose of this post, and delivers the results as required.

IV. Impact of Results

The Health & Nutrition Specialist (Primary Health Care & Nutrition) contributes to strengthened primary health care systems and improved nutrition outcomes for children, adolescents and women across the UNICEF Caribbean Multi-Country Office. Through in-depth technical knowledge, policy engagement, capacity development and partnership building, the position supports countries in expanding equitable access to quality, integrated health and nutrition services, strengthening community-based and primary care platforms, improving nutrition surveillance and service delivery, and increasing the resilience of health systems. The effective performance of the role contributes to improved maternal, newborn, child and adolescent health and nutrition outcomes, reduced inequities in access to essential services, and accelerated progress towards Universal Health Coverage, the Sustainable Development Goals, and UNICEF's Strategic Plan.

The ultimate impact this position contributes to is:

Children and adolescents thriving in the 12 English- and Dutch-speaking Caribbean countries with: healthy bodies and minds (being developmentally on track, well-nourished, with good mental health and well-being); essential learning, knowledge and skills; protection from all forms of violence; equitable access to opportunities and social protection; and enhanced capacity to manage shocks, including those associated with the changing climate.

By 2031: Children and adolescents have more equitable access to high-quality, inclusive and resilient primary health care and education systems, enabling them to be both physically and mentally healthy, learning and acquiring the skills they need for the future.

VI. Technical Requirements

Technical Knowledge and Skills:

a) **Specific Technical Knowledge Required** (for the job) []

- Knowledge of the health and nutrition technical areas of UNICEF programmes (e.g., PMTCT, HIV/AIDS, malaria, WASH, EPI)
- Knowledge of theories, principles and methods in the selective fields of the following: Public Health & Nutrition, International Health & Nutrition, Public Health & Nutrition Policy and Management, Child-Neonatal and Maternal Health & Nutrition Care, Family and Community Health & Nutrition, Health & Nutrition System Management, Public Health & Nutrition Preparedness, Health & Nutrition Emergency Preparedness, Nutritional Epidemiology, Nutrition Research, Health & Nutrition Education, Health & Nutrition Promotion and Disease Prevention, Educational Interventions in Health & Nutritional Care.

- Knowledge of the global commitment on aid effectiveness, including the Paris Declaration on Aid Effectiveness, the Accra Agenda for Action as well as knowledge of the Global Programme Partnerships (GPPs).

b) **Common Technical Knowledge Required** (for the job group) []

Knowledge of theories and practices in:

- Primary Health Care systems strengthening
- Universal Health Coverage
- Nutrition Surveillance
- Digital Health
- Child and Maternal Nutrition and Health
- Nutrition and Health Promotion and Disease Prevention
- Public Health and Nutrition
- Educational Interventions in Health and Nutrition Care
- Environmental Health and Nutrition
- Knowledge Management
- Computer software application, including word processing, spreadsheet and corporate software packages
- Gender equality and diversity awareness
- General knowledge of:
 - Methodology of programme/project management
 - Programmatic goals, visions, positions, policies and strategies in Health & Nutrition
 - Knowledge of global health and nutrition issues, specifically relating to children and women, and the current trends, methods and approaches.
 - Policies and strategy to address national and global health and nutrition issues, particularly relating to conflicts, natural disasters, and recovery.
 - Emergency programme policies, goals, strategies and approaches.

c) **Technical Knowledge to be Acquired/Enhanced** (for the Job) []

- Knowledge of the latest developments and technology in related fields.
- Knowledge of local conditions and country legislation relevant to UNICEF programmes
- UN policies and strategy to address international humanitarian issues and the responses.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines.
- UNICEF strategic framework for partnerships and collaborative relationships.

Other Required Skills

- Strong **coordination and communication skills**, with the ability to work effectively across multiple reporting relationships and geographic contexts.
- Strong **analytical and technical writing skills**, including preparation of policy briefs, technical guidance, programme documents and evidence-based recommendations.

VI. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

iii) Core Competencies for Staff without Supervisory Responsibilities

- 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)
- Drives to Achieve Impactful Results (1)
- Manages Ambiguity and Complexity (1)

VII. Recruitment Qualifications

Education:	Advanced university degree in Public Health and Nutrition, Child Development, Water Sanitation, Public Administration, Social Policy, Social Development, Community Development, or other relevant disciplines.
Experience:	Minimum of five years of progressively responsible professional experience at national and/or international levels supporting primary health care systems strengthening and nutrition programming, including policy development, service delivery improvement and health systems analysis is Required Desirables: • Demonstrated professional experience in Primary Health Care strengthening, nutrition programming and health system strengthening • Experience providing technical assistance to governments and partners in the development, implementation and monitoring of health and nutrition policies, strategies and programmes. • Professional work experience in a technical expert position in child survival & development, health and nutrition care. • Experience working with government institutions, development partners, UN agencies, NGOs and civil society organizations.

	• Experience strengthening health information systems, nutrition surveillance systems, monitoring and evaluation frameworks, and data analytics. • Relevant experience in a UN system agency or international organization is considered as an asset. • Experience in a similar function across geographically dispersed duty stations is considered an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

VIII. Child Safeguarding	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point, or investigator (OIAI)?:	No
Is this post a direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	No
Is this post a child data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national id, location data, or photos?:	No
The selected candidate for this position will be required to engage with vulnerable children:	No