

SPECIFIC JOB DESCRIPTION

I. Post Information	
POST NUMBER/ CASE NUMBER: 138494 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: Jamaica DUTY STATION: Kingston 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 Specialist (Policy & Budget) Functional Code: HEA 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. <u>Strategic office context:</u> 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 Specialist (Policy & Budget) 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 Specialist (Policy & Budget), 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 Deputy Representative, Programme, in Jamaica.

Health Specialist (Primary Policy & Budget) provides specialised technical expertise in health policy analysis, health system strengthening, and public budget advocacy for children's health across the Caribbean MCO. The role focuses on regional systemic influence, shaping health financing strategies, tracking budget allocations for child health, supporting the development of cost-of-inaction analysis, sustainable financing pathways, and engaging CARICOM regional health platforms and institutions, rather than country-specific programme delivery.

The position contributes directly to MCPD Output 1.1 by supporting governments and regional institutions to prioritize children's health and mental wellbeing within national policies, sector plans, public budgets, and financing frameworks. The Specialist promotes evidence-informed decision-making, equitable resource allocation and sustainable health financing solutions that strengthen integrated primary health care systems and improve outcomes for children and adolescents.

Based in Jamaica given the strategic weight required for regional health policy engagement, this placement at the MCO headquarters enables the post to contribute to CARICOM health policy dialogue, engage regional health institutions, and support the Area Representative in systemic advocacy for child health financing across the platform.

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

1. Technical Advisory on Strategic Planning, Policy Formulation & Review
2. Strengthening health sector policy, planning, budgeting, and accountability frameworks.
3. Strengthened advocacy and partnerships for health policy, financing, and systems strengthening
4. Support to Health Policy, Planning and Development
5. Cross-Sectoral Coordination & Integration

1. Technical Advisory on Strategic Planning, Policy Formulation & Review

- Provide expert support and guidance to governments in the design, costing, and financing of health strategies.
- Support integration of primary health care, mental health and equity objectives into national health policies and strategies.
- Contribute to regional policy dialogue through engagement with CARICOM, OECS, PAHO and other regional partners.
- Support development and cost analysis of national health strategies, including primary health, mental health, nutrition, and health systems strategies.
- Support on design and implementation of health financing and service delivery reforms to improve equity and efficiency of PHC services and priority health interventions.
- Participate in the development and application of economic tools (e.g., Integrated Health Tool, NIS costing application) for assessing impact and projecting costs of strategies, including scenario planning.

- Participate in fiscal space analyses using robust methodologies (economic projections, budget modelling, scenario analysis) to support domestic resource mobilization and sustainable planning.
- Support public financial management (PFM) assessments, identifying bottlenecks to health spending, and guide implementation of prioritized recommendations.
- Support transition strategies from donor funding to sustainable domestic financing in priority countries.
- Strengthen political commitment and domestic investment in health through policy dialogue, Ministry of Health–Ministry of Finance engagement, investment cases, cost-of-inaction analyses, and advocacy for sustainable financing.
- Support the developing sustainable financing pathways, including fiscal space analysis, resource mobilization, financial sustainability planning, and financing roadmaps with targeted support for priority health interventions.

2. Strengthening health sector policy, planning, budgeting, and accountability frameworks.

- Collaborates with national and subnational health authorities to strengthen health policies, strategic planning, budgeting, resource allocation, and accountability mechanisms, ensuring that health sector decisions and service delivery are evidence-based, equitable, and responsive to the needs of women, children, and vulnerable populations.
- Supports ministries of health and relevant government stakeholders in strengthening capacities for health financing, budget formulation, expenditure tracking, and performance monitoring to improve the efficiency, effectiveness, and sustainability of health programmes and services.
- Promotes the integration of evidence-informed planning and budgeting processes, supporting governments to align health policies, strategies, and investments with national priorities, sector reforms, and universal health coverage objectives.
- Develop investment cases and financing arguments that support increased domestic investment in children's health.
- Promote child-responsive budgeting approaches within health sector financing frameworks

3. Strengthened advocacy and partnerships for health policy, financing, and systems strengthening

- Establishes and maintains strategic partnerships with government institutions, bilateral and multilateral development partners such as Gavi and others, civil society organizations, academic institutions, the private sector, and UN agencies to advance health sector priorities, strengthen health systems, and support progress toward Universal Health Coverage (UHC) and the Sustainable Development Goals (SDGs).
- Advocates for increased and more efficient investment in health through evidence-based policy dialogue, promoting equitable financing, effective resource allocation, and sustainable health sector reforms.
- Identifies and engages key stakeholders and partners, strengthens their capacity in health policy, planning, budgeting, and financing, and facilitates collaboration, knowledge sharing, and coordination among partners to maximize programme impact and sustainability.
- Actively supports intersectoral and UN system collaboration to align policy recommendations, mobilize resources, and strengthen collective efforts to improve health outcomes and equity.
- Support UNICEF leadership engagement with government and regional stakeholders on health sector reforms
- Promote policy reforms that improve equity, efficiency, and sustainability of health financing systems.

4. Support to Health Policy, Planning and Development

- Support and contribute to the preparation, analysis and updating of health sector situation analysis including assessments of health system performance, health financing, public expenditure, and budget trends, to inform evidence-based policy development, strategic planning, and resource allocation. Monitor emerging developments in health policy and financing to enhance programme effectiveness and sustainable results.
- Participate in strategic discussions on health sector policies, planning, financing, and budgeting. Contribute to the formulation and design of health policy and budget initiatives, ensuring alignment with UNICEF's Strategic Plan, the Multi-Country Programme, as well as coherence/integration with the UN Development Assistance Framework.
- Support the development of sector goals, objectives, strategies, and implementation plans using results-based management (RBM) approaches, with a focus on strengthening health financing, budget performance, equity-oriented resource allocation, and accountability for results.
- Strengthen political commitment and domestic investment in Primary Health Care through regional and national policy dialogue
- Work closely and collaboratively with government counterparts, development partners, and UNICEF colleagues to identify health sector priorities, financing gaps, and policy opportunities, ensuring that planning and budgeting processes are informed by evidence and response to the needs of women, children, and vulnerable populations.
- Provide technical and operational support throughout all stages of health sector planning and programming process to promote policy coherence, integration of health financing and budgeting considerations, and harmonization of programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.

5. Cross-Sectoral Coordination & Integration

- Support cross-sectoral policy dialogue and integration of health financing with broader national development strategies, including social protection and education.
- Contribute to donor coordination and strategic alignment in multi-stakeholder platforms.
- Support preparation of cost and impact analyses and economic justifications for donor proposals (e.g., Gavi Full Portfolio Planning, GFF funding applications, MICs catalytic phase).
- Provide technical inputs to multi-country and cross-regional initiatives, ensuring coherence across health financing and policy agendas.
- 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.

IV. Impact of Results

The Health Specialist (Policy & Budget) provides sound technical support and evidence-based inputs that strengthen health sector planning, financing, budgeting, and accountability at national and subnational levels, in line with priorities set out in the work-plan. The effective performance of the post contributes to the implementation of sustainable and equitable health financing systems, improved allocation and utilization of public resources, and stronger institutional capacities for health policy implementation and monitoring. Through support to health sector reform processes, fiscal space analysis, cost-of-inaction analysis, cost-effectiveness analysis, sustainable financing pathways, public financial management, and data-driven decision-making, the Health Specialist helps governments and partners improve the efficiency, effectiveness, and sustainability of health investments, working independently to deliver on agreed targets within the work-plan. This, in turn, contributes to stronger health systems, expanded and more equitable access to quality health and nutrition services, improved outcomes for children, adolescents and women, and progress toward Universal Health Coverage, the Sustainable Development Goals, and UNICEF's strategic priorities.

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.

Output 1.1 Governments have greater capacity to prioritize mental health, nutrition, learning and skills through their policies, plans, and budgets.

VI. Technical Requirements

Technical Knowledge and Skill required:

- Substantive **knowledge of Health care systems strengthening**, including policies, governance, financing, service delivery, workforce development, and quality improvement approaches.
- Strong **knowledge on budget impact, cost-effectiveness analysis, and cost-of-inaction analysis**.
- **Understanding of health systems strengthening and health sector reform**, with demonstrated ability to translate evidence into policies, strategies, implementation frameworks, and scalable government-led interventions
- **Understanding of the global and regional public health context**, including issues such as child survival, adolescent health, health equity, nutrition, mental health, disability inclusion, emergency preparedness, climate resilience, and social determinants of health.
- Strong **coordination and communication skills**, with the ability to work effectively across multiple reporting relationships and geographic contexts are required for this role
- **Ability to support policy dialogue**: translation of analytical findings and evidence into development programme into policy recommendations, health reforms, investment cases, and programme strategies.
- Strong **analytical and technical writing skills**, including preparation of policy briefs, technical guidance, and evidence-based recommendations.

Highly Desirable

- **Knowledge of global trends, WHO/UNICEF frameworks, and international health strategies**, including Universal Health Coverage (UHC), Primary Health Care, child and adolescent mental health, and rights-based and equity-focused programming

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 (Master's or higher) in health economics, health financing, public health, public finance, social sciences, or public policy. A specialization on health economics/financing, or in economics/finance with emphasis on Health Systems Strengthening is highly desirable
Experience:	A minimum of five years of professional experience in international health and development with a strong focus on health economics, policy, and financing in middle-income countries is required. Desirables: • Demonstrated experience in supporting or contributing to cost-effectiveness analyses, budget impact analyses, investment cases, and fiscal space analyses for broader health interventions (such as MNCH, SRH, HIV/AIDs, Nutrition, etc.) • Experience working with or advising ministries of health and finance in several developing countries. • Experience working in a multi-country, regional geographically dispersed structure, or an international development environment.

	• Proven record of supporting or analyzing policy reform processes related to health/immunization financing, or health systems strengthening in middle-income country contexts • Hands-on experience applying tools such as UNIVAC, LiST, OneHealth Tool, Spectrum, and budget modeling frameworks. Assets: • Experience working with global health partnerships, such as GAVI, the Global Fund, Global Alliance for Improved Nutrition (GAIN), and Multilateral agencies and Development Banks, is an asset • Knowledge of and experience of Public Financial Management and Policy in Health • Knowledge of global health financing and policy issues and trends • Strong communication and relationship-building skills in the global health community, particularly among donors, multilateral partners, and implementers • 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
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