GENERIC JOB PROFILE

I. Post Information	
Job Title: Health & Nutrition Officer **Supervisor Title/ Level:** Chief of Field Office, with Matrix reporting line to Chief of Child Nutrition and Development **Organizational Unit:** Field Office **Duty Station**: Deir Ez Zor- Syria Country Office	**Job Level:** Level 2 **Job Profile No:**____ **CCOG Code: 1l03n** **Functional Code : HNN** **Job Classification Level:**____

II. Organizational 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.

Job organizational context: The Health and Nutrition Officer reports to the Chief of Field Office, with matrix reporting line to Chief of Health/Chief of Nutrition in the Country Office.

Purpose for the job:
Health & Nutrition Officer provides professional technical assistance and support for programme/project design, planning, implementation, monitoring, evaluation, and administration of programme/project activities, including data analysis, progress reporting, knowledge networking and capacity building, in support of achievement of planned objectives of the work plan, aligned with Health & Nutrition programme goals and strategy.

III. Key functions, accountabilities and related duties/tasks

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

1. **Accurate information, data analysis, and documentation are timely made available to contribute to situation analysis, sectoral input and reporting.**

Assists the preparation and periodic update of the Situation Analysis by compiling Health & Nutrition data, analysing and evaluating relevant information and providing the technical input in a timely and accurate manner. Drafts chapters, prepares statistical data reports, and assists with preparation of sectoral input to the programme documents as required. Contributes to the consultation and coordination with key partners at all levels.

2. **Technical assistance are provided in the implementation of integrated Health & Nutrition approaches through participation and collaboration with internal and external partners.**

Provides technical assistance in the integration of the Health & Nutrition programme with other sectors in collaboration with other UNICEF sectors, particularly Health, Nutrition, WASH, and programme communication. Contributes to build on intersectoral experience and establish partnerships to promote innovative approaches to address immediate and underlying determinants of maternal, newborn and child health and nutrition, recognizing that health and nutrition outcomes are not the results of action in the health and nutrition sectors alone.
Assists in the design, planning, monitoring and evaluation of the Health & Nutrition programme to be implemented in the locality.

Supports the improvement of programme delivery with emphasis on sustainability of intervention and community participation based on Human Rights framework and cross sector approach to programming and Community Capacity Development.

Acting as a key focal point for the cluster approach and inter-agency collaboration. Main coordination duties include leading day-to-day coordination functions, contributing to the establishment, maintenance, and strengthening of nutrition sector coordination mechanism ensuring effective collaboration among government, UN agencies, NGOs, and affected populations

3. **Work plan and objectives are effectively implemented and planned results are timely delivered through technical support and coordination.**

Assists in the development of the sectoral work plan and technical decisions as well as for administration, implementation and monitoring of sectoral project activities. Analyses data and information, and drafts progress reports; drafts changes in project work plans, as required. Monitors to ensure objectives and targets are timely met and achieved, through effective coordination and collaboration, by participating in a teamwork of professional and support staff.

Assists in the planning and organizing training/development activities to upgrade the capacity of the Country Office staff as well as government and NGOs in the programme development, implementation and management of Health & Nutrition programme. Assists in Identifying training needs and conducts relevant orientation, workshop, training and learning/development activities for the staff as well as for government personnel and beneficiaries, in collaboration with knowledge institutions.

4. **Project efficiency and effectiveness are enhanced through effective implementation follow-up.**

Provides timely implementation follow-up, including monitoring UNICEF inputs, local conditions and resources, flow of supply and non-supply assistance, and project status to build on project efficiency and effectiveness.

Assists in identification and selection of Health & Nutrition supplies and equipment. Follows up on delivery of cash assistance and liquidation of advances and proper planning, delivery and use of supply component of the project. Ensures that activities are in accordance with plans of action. Records information on utilization of resources and distribution of supplies.

5. **Project implementation progress is monitored for adjustment and improvement of program delivery and sustainability. Gender/sex disaggregated data and inputs provided relevant to the Health & Nutrition programme.**

Participates in the field visits to UNICEF project sites for monitoring project activities and local conditions, and follows up with local government counterparts and other partners on project implementation. Assists in identifying necessary action for programme adjustments, acceleration,

improvement and sustainability. Assists government counterparts and other partners in the planning and management of Health and Nutrition Programme. Reports to supervisor and/or Head of Office the outcome of programme monitoring and review meetings with Government counterparts and all other relevant partners. Drafts changes in programme work plans as required. Support maintenance of information system for monitoring gender/sex disaggregated data.

6. **Transparency is ensured for supply and non-supply assistance and disbursement of programme funds for Health & Nutrition.**

Coordinating with Operations and Supply staff on supply and non-supply assistance activities, ensures UNICEF and Government partner and all implementing partners accountability. Liaises with local authorities to ensure timely submission of financial requests and reports. Monitors disbursements of funds, ensuring those activities are within established plans of action and programme budget allotments; and to orientate and train Government and UNICEF implementing partners in UNICEF supply and non-supply policies and procedures. Drafts financial status reports for management as required.

7. **Effective partnership and working relationships are maintained for advocacy, technical coordination, information sharing and knowledge networking.**

Exchanges information and knowledge with other programmes to contribute to achievement of overall country programme objectives. Assists in establishing 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; and to widen partnership with all stakeholder at national, regional, district, community and household levels as well as with funding partners including the private sector in order to accelerate achievement of Health and Nutrition related MDGs goals.

Keeps close contacts with external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate relevant data, exchange information on programme/project development and implementation. Shares knowledge, information, experience and lessons learned.

8. **Up-to-date programme information is kept available and reports prepared to support the Health & Nutrition programme by the effective implementation of integrated monitoring system.**

In consultation with monitoring and evaluation colleagues, conducts accurate and timely monitoring and data collection, and supports an integrated monitoring system, in consultation with all relevant stakeholders..

Assists with partners to ensure that monitoring systems are properly designed, and that data collection and analysis from field visits are coordinated and standardised across programmes to feed into to programme performance monitoring.

Analyses monitoring data, and provides feed-forward or recommends adjustment as appropriate to ensure achievement of programme objectives.

Assists in the timely preparation of annual sector status reports in compliance with the established guidelines and procedures. Assists in the drafting and preparation of programme reports for management, Board, donors, budget reviews, programme analysis, and annual reports, as required.

9. **Emergency preparedness is maintained, and in emergencies, emergency responses are effectively provided.**

Assists in the implementation of emergency preparedness plan relating to Health & Nutrition. In case of emergency, assists in monitoring and assessing the nature and extent of the emergency in the assigned area. Provides assistance to the Country Office as required In line with the Core Commitments for Children (CCCs) in Humanitarian Action, strengthens partnerships with the Health and Nutrition humanitarian actors s within the Inter-Agency Standing Committee (IASC).

10. **Other assigned duties and responsibilities are effectively accomplished.**

Performs any other duties and responsibilities assigned as appropriate to the purpose of this post,

and delivers the results as required.

IV. Impact of Results

1. Accurate information, data analysis, and documentation are timely made available to support situation analysis, sectoral input and reporting.

2. Technical assistance are provided to the development and implementation of integrated Health & Nutrition strategies and approaches through participation and collaboration with internal and external partners.

3. Work plan and objectives are effectively established and planned results are timely delivered through technical support and coordination in consultation with all relevant partners.

4. Project efficiency and effectiveness are enhanced through effective implementation follow-up.

5. Project implementation progress is monitored for adjustment and improvement of program delivery and sustainability. Gender/sex disaggregated data and inputs provided relevant to the Health & Nutrition programme.

6. Transparency is ensured for supply and non-supply assistance and disbursement of programme funds for Health & Nutrition.

7. Effective partnership and working relationships are maintained for advocacy, technical coordination, information sharing and knowledge networking.

8. Up-to-date programme information is kept available and reports prepared and shared with relevant stakeholders as required to support the Health & Nutrition programme by the effective implementation of integrated monitoring system.

9. Emergency preparedness is maintained, and in emergencies, emergency responses with effective coordination are provided and in line with the Core Commitments for Children (CCCs) in Humanitarian Action, partnerships with the Health and Nutrition humanitarian actors strengthened within the Inter-Agency Standing Committee (IASC).

10. Other assigned duties and responsibilities are effectively accomplished.

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

i) Core Values

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

ii) Core Competencies (For Staff with Supervisory Responsibilities)

- 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)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

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

5. Technical Knowledge

a) Specific Technical Knowledge Required (for the job)
(Technical knowledge requirements specific to the job can be added here as required.)

- Programmatic goals, visions, positions, policies and strategies for the Health & Nutrition programme
- Mid-term Strategic Plan, Millennium Development Goals
- Knowledge of one of the technical areas of UNICEF programmes (e.g., Health, Nutrition, Health & Nutrition, WASH, EPI).

b) Common Technical Knowledge Required (for the job group)

Knowledge of theories and practices in:

- 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

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.
- Gender equality and diversity awareness

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.

VI. Recruitment Qualifications	
Education:	University degree in Public Health and Nutrition, Child Development, Social Development, Community Development, or other relevant disciplines.
Experience:	Minimum two years of professional work experience in planning, programming, implementation monitoring and evaluation of health programmes. Professional work experience in a programme management function or a technical expert capacity in child survival & health care. Field work experience Background/familiarity with Emergency.
Language Requirements:	Fluency in English and Arabic is required.