Mexico Country Office
Establishment of a Temporary Appointment

Position Information

Details	Position	Reports to
Title	Health and Nutrition Specialist	Chief Health and Nutrition
Level	NO-3	P-4
Duty Station	Mexico City, Mexico	
Section/Area	Programme, Health and Nutrition	
Duration	364 Days	
Supervisory Role	☒ Yes ☐ No	

Organizational Context and Purpose for the job

Organizational context:

Mexico is at a pivotal moment for advancing the health and nutrition of school-age children and adolescents. Despite important progress, children and adolescents continue to face significant and interconnected challenges, including micronutrient deficiencies, high and increasing levels of overweight and obesity and associated risks of non-communicable diseases (NCDs), growing mental health concerns and adolescent suicide, unhealthy food environments, and unequal access to quality, age-responsive health and nutrition services. At the same time, Mexico has created an ambitious policy environment through initiatives such as the General Law on Adequate and Sustainable Food, stronger regulation of school food environments and the national Vive Saludable, Vive Feliz strategy, creating a unique opportunity to translate policy commitments and evidence into sustainable results at national scale.

Under the 2026–2031 Country Programme, UNICEF Mexico is building on years of advocacy, evidence generation, partnerships and innovative programming to accelerate systems transformation for school-age children and adolescents. Output 2 brings together stronger health and nutrition governance, school feeding programmes, healthier school and public environments, and integrated health, nutrition and mental health services. Working at the intersection of health, nutrition, education and food systems, UNICEF will increasingly focus on high-level technical assistance, policy implementation, intersectoral coordination, public financing, evidence generation and the institutionalization and scale-up of sustainable national and subnational programmes.

Purpose for the job:

Under the direct supervision of the Chief Health and Nutrition (P-4), the Health and Nutrition Specialist (NO-3) will lead Output 2 and provide strategic and technical leadership to advance UNICEF Mexico's Health and Nutrition agenda. Working with government and partners, the Specialist will translate evidence, policies and strategic commitments into measurable results for children and adolescents, with a focus on strengthening national and subnational systems, influencing public policy, building strategic partnerships, and advancing integrated approaches across Health, Nutrition and WASH.

The Specialist is accountable for providing advanced technical and programme guidance, adapting UNICEF policies and strategies to the country context, and supporting the expansion and effective implementation of

interventions that contribute to programme priorities and the Sustainable Development Goals. The incumbent will supervise a senior team delivering Health and Nutrition interventions under Output 2 and coordinate complex intersectoral agendas to promote coherence and results. When required, the Specialist will serve as Officer-in-Charge of the Health and Nutrition Section, assuming increased decision-making and institutional representation responsibilities and contributing to the strategic direction and management of the broader portfolio.

Key End Results

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. Timely sectoral analysis, inputs and technical support contribute to the Situation Analysis and its periodic updates for effective project planning, development and management.

- Leads the preparation and periodic updating of the Situation Analysis by compiling, analysing and evaluating information and providing technical input and support for Health and Nutrition interventions. Prepares sectoral input for the Country Programme Document and all related documents (e.g., Country Programme Recommendation, Plans of Action and Country Programme Summary Sheet). Contributes to consultations and coordination with key partners at all levels.

2. Quality technical contributions support the development and implementation of integrated Health and Nutrition strategies and approaches through collaboration with internal and external partners.

- Works with other UNICEF sectors to ensure the integration of the Health and Nutrition programme with other sectors. Builds on intersectoral experience and establishes partnerships to promote innovative approaches to address the immediate and underlying determinants of child and adolescent health and nutrition, recognizing that health and nutrition outcomes do not result from action in these sectors alone but require a multisystem approach.
- Participates with UNICEF, government, non-governmental organizations (NGOs), academia and other partners in developing strategies and approaches relating to Health and Nutrition. Monitors progress to ensure the achievement of strategic results in line with agreed annual and Country Programme objectives and takes corrective action to meet programme/project objectives.
- Contributes to the identification and introduction of new approaches, methods and practices in project management to improve programme delivery, with an emphasis on the sustainability of interventions and community participation.

3. Work plans and objectives are strategically established, implementation support is effectively provided, and planned results are delivered on time through the application of technical expertise.

- Exercises technical and programme management leadership in developing and implementing the results-based sectoral work plan and objectives, and in administering and monitoring sectoral project activities, consistent with defined project strategic priorities and approaches.
- Ensures objectives and targets are achieved on time through full coordination of activities and collaboration with implementing partners, providing guidance and support to Health and Nutrition staff.

4. Project implementation progress is monitored and evaluated to adjust, accelerate and improve programme delivery and sustainability.

- Undertakes field visits to monitor programmes and participates in periodic programme reviews with government counterparts and other partners. Identifies necessary programme adjustments. Provides technical advice and support to government officials and implementing partners in planning and managing Health and Nutrition interventions and ensuring their sustainability. Supports the maintenance of an information system for monitoring sex-disaggregated data.

5. Technical support is provided to government and NGOs throughout project implementation, monitoring and evaluation, including capacity building for government personnel and beneficiaries.

- Provides technical support to government and NGOs in the planning, development, implementation and evaluation of programmes/projects.
- Identifies training needs and designs and conducts training and orientation activities for government personnel, beneficiaries and other relevant partners to build capacity, support programme/project sustainability and expand service coverage.

6. Country Office staff capacities are strengthened through effective capacity-building support for the development, implementation and management of the Health and Nutrition programme.

- Designs and implements a staff training and development programme to strengthen Country Office staff competencies in technical requirements and in the development, implementation and management of the Health and Nutrition programme. Conducts relevant orientation sessions, workshops, training and staff learning and development activities, drawing on technical partnerships with collaborating agencies to provide state-of-the-art technical information to staff.

7. UNICEF and government accountability is ensured for supply and non-supply assistance and the disbursement of Health and Nutrition programme funds.

- Coordinates with Operations and Supply staff on supply and non-supply assistance activities to ensure accountability among UNICEF, government and all implementing partners. Certifies fund disbursements, ensuring that activities fall within established plans of action and programme budget allotments. Orients and trains government and UNICEF implementing partners on UNICEF supply and non-supply policies and procedures. Monitors the overall allocation and disbursement of programme funds, ensuring that funds are properly coordinated, monitored and liquidated. Submits financial status reports to management in compliance with regulations and guidelines.

8. Effective working relationships with internal and external counterparts are maintained for advocacy, technical coordination, information sharing and knowledge networking.

- Coordinates activities and exchanges information and knowledge with other programmes to contribute to the achievement of overall Country Programme objectives. Develops effective monitoring, knowledge databases and networks, and reporting systems to ensure the availability of current and accurate programme information and data. Contributes to the development of communication materials and strategies to support advocacy and community participation in Health and Nutrition. Expands partnerships with all stakeholders at national, regional, district, community and household levels, as well as with funding partners, including the private sector, to accelerate the achievement of Health and Nutrition-related Millennium Development Goals (MDGs).
- Facilitates partnerships and collaboration with external counterparts, including UN and national partners, to strengthen the collection and dissemination of relevant data and the exchange of information on programme/project development and implementation. Facilitates the exchange of knowledge, information, experience and lessons learned.

9. Relevant and strategic information is available to support the Health and Nutrition programme through

the effective implementation of an integrated monitoring system.

- In collaboration with monitoring and evaluation and programme communication colleagues, conducts accurate and timely monitoring and data collection, and supports an integrated monitoring system in consultation with all relevant stakeholders.
- Coordinates 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 inform programme performance monitoring.
- Provides assistance for evaluation exercises, programme mid-term reviews, annual sector reviews and preview meetings with government counterparts and all other relevant partners. Analyses and evaluates monitoring data, ensures the achievement of objectives and proposes corrective measures as appropriate.

10. Required programme/project reports are prepared on time in compliance with established guidelines and procedures.

- Contributes to the timely preparation of annual sector status reports and shares information with relevant partners as required, in compliance with established guidelines and procedures. Participates in preparing all programme reports for management, the Board, donors, budget reviews, programme analysis and annual reporting.

11. Emergency preparedness is maintained and, in emergencies, effectively coordinated responses are provided.

- Supports the Health and Nutrition emergency preparedness plan. In an emergency, assists in monitoring and assessing the nature and extent of the emergency in the assigned area, as required. Assists the Country Office in identifying where support is required. In line with the Core Commitments for Children (CCCs) in Humanitarian Action, strengthens partnerships with Health and Nutrition humanitarian actors within the Inter-Agency Standing Committee (IASC).

12. Other assigned duties and responsibilities are effectively accomplished.

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

Requirements

Education:

- Advanced university degree (Master´s Degree) is required, preferably in Public Health, Nutrition, Child Development, Water Sanitation, Public Administration, Social Policy, Social Development, Community Development, or other relevant disciplines.

Work Experience:

- Minimum five (5) years of professional work experience at the national level in planning, programming, implementation, monitoring and/or evaluation of technical cooperation programmes related to Health and Nutrition is required.
- Experience managing people is required, preferably the supervision of highly specialized personnel and senior technical professionals.
- Professional work experience in a managerial position, or a technical expert position in child survival & development, health and/or nutrition care is desirable.

- Experience in WASH related programmes and/or projects is highly desirable.
- Field work experience is desirable.
- Background/familiarity with Emergency is an asset.

Language:

- Fluency in Spanish is required.
- Fluency in English is required.

Desirable technical knowledge and skills:

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)