GENERIC JOB PROFILE

I. Post Information

Job Title: **Nutrition Specialist** Supervisor Title/ Level: **Nutrition Manager Level 4 (P-4)** Organizational Unit: **Programme** Post Location: **Country Office**	Job Level: **Level 3 (NO-3)** Job Profile No.: CCOG Code: **1I02** Functional Code: **NUT** Job Classification Level: **Level 3**

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 programmes, 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, nutrition, 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 Nutrition Specialist, Maternal Nutrition position is located in the Nutrition Section of the UNICEF Ethiopia Country Office and reports to the Nutrition Manager, Level 4.

Purpose for the job:

Under the general guidance and supervision of the Nutrition Manager, the Nutrition Specialist is responsible for the development, planning, management, implementation,

monitoring, evaluation and reporting of UNICEF Ethiopia's maternal nutrition programme.

The Specialist provides authoritative technical guidance and management support across all stages of the programming process to facilitate achievement of concrete, equitable and sustainable results for women before and during pregnancy, and breastfeeding mothers.

The position supports the Government of Ethiopia to strengthen the enabling policy and financing environment for maternal nutrition; institutionalize a comprehensive package of quality maternal nutrition services within health and community delivery platforms; strengthen maternal nutrition commodities, supply chains and information systems; expand service coverage and demand; and generate evidence to guide national scale-up.

The Specialist promotes integration of maternal nutrition across health, food, water, sanitation and hygiene, education, social protection and child protection systems and ensures appropriate linkages between development and humanitarian programming. The work is undertaken in accordance with national priorities, UNICEF's Strategic Plan, the UNICEF Nutrition Strategy 2020-2030, UNICEF programme policies and procedures, results-based management principles, standards of performance and accountability frameworks.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Support to programme development and planning**
2. **Programme management, monitoring and delivery of results**
3. **Technical and operational support to programme implementation**
4. **Networking and partnership building**
5. **Innovation, knowledge management and capacity building**

1. Support to programme development and planning

- Contribute to and support the preparation, design and updating of the situation analysis for the nutrition sector(s) to ensure comprehensive and current data on maternal and child nutrition is available to guide policy development, and the design and management of nutrition programmes/projects.
- Keep abreast of development trends to enhance programme management, efficiency and delivery.
- Participate in strategic programme discussions on the planning of nutrition programmes/projects.
- Formulate, design and prepare a sector of the nutrition programme proposal, ensuring alignment with UNICEF's Strategic Plans, Country Programme, and coherence/integration with the UN Development Assistance Framework (UNDAF),

regional strategies, as well as national priorities, plans and competencies.

- Establish specific goals, objectives, strategies, and implementation plans for the nutrition sector(s) based on results-based planning terminology and methodology (RBM). Prepare required documentations for programme review and approval.
- Work closely and collaboratively with colleagues and partners to discuss strategies and methodologies, and to determine national priorities/competencies to ensure the achievement of concrete and sustainable results.
- Provide technical and operational support throughout all stages of programming processes to ensure integration, coherence and harmonization of programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.

2. Programme management, monitoring and delivery of results

- Plan and/or collaborate with internal and external partners to establish monitoring benchmarks, performance indicators, and UNICEF/UN system indicators and measurements, to assess and strengthen performance accountability, coherence and delivery of concrete and sustainable results for the assigned sector in nutrition programmes.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess progress and to determine required action and interventions to achieve results.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths and/or weaknesses in programme management. Identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor programmes and projects through field visits, surveys and/or exchange of information with partners and stakeholders to assess progress. Identify bottlenecks and potential problems, and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Monitor and verify the optimum and appropriate use of sectoral programme resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations, procedures, donor commitments, and standards of accountability. Ensure timely reporting and liquidation of resources.
- Prepare regular and mandated programme/project reports for management, donors and partners to keep them informed of programme progress.

3. Technical and operational support to programme implementation

- Provide technical guidance and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the

interpretation, application and understanding of UNICEF policies, strategies, processes, best practices, and approaches on nutrition and related issues to support programme development planning, management, implementation, and delivery of results.

- Participate in discussions with national partners, clients and stakeholders to promote nutrition and development issues especially in the areas of emergency preparedness and maternal, newborn and child survival and development.

- Draft policy papers, briefs and other strategic programme materials for management use, information and/or consideration.

- Participate in emergency preparedness initiatives for programme development, contingency planning and/or to respond to emergencies in country or where designated.

4. Networking and partnership building

- Build and sustain effective close working partnerships with nutrition sector government counterparts and national stakeholders through active sharing of information and knowledge.
- Facilitate programme implementation and build capacity of stakeholders to achieve programme goals on maternal and child rights as well as social justice and equity.
- Prepare communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for nutrition programmes (maternal, newborn and child survival and development).
- Participate and/or represent UNICEF in inter-agency discussions, ensuring that UNICEF's position, interests and priorities are fully considered and integrated in the UNDAF development planning and agenda setting.

5. Innovation, knowledge management and capacity building

- Apply and introduce innovative approaches and good practices to build the capacity of partners and stakeholders, and to support the implementation and delivery of concrete and sustainable programme results.

- Keep abreast, research, benchmark, and implement best and cutting edge practices in nutrition management and information systems. Assess, institutionalize and share best practices and knowledge learned.

- Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable programmes and projects.

- Organize and implement capacity building initiatives to enhance the competencies of clients and stakeholders to promote sustainable results on nutrition related

programmes and projects.

IV. Impact of Results

The efficiency and efficacy of support provided by the Nutrition Specialist to the preparation, planning and implementation of nutrition programmes/projects contributes to and accelerates the national development efforts to improve the nutritional status of mothers, infants and children in the country. This in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to continue to provide programme services to mothers and children that promotes greater social equity in the country.

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

i) <u>Core Values</u>

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

ii) <u>Core Competencies (For Staff with Supervisory Responsibilities)</u> *

- 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)

or

<u>Core Competencies (For Staff without Supervisory Responsibilities)</u> *

- 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)

***The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

VI. 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:	A minimum of five years of professional experience in a developing country in one or more of the following areas is required: nutrition, public health, nutrition planning and management, or maternal, infant and child health/nutrition care. Experience in health/nutrition programme/project development and management in a UN system agency or organization is 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.