GENERIC JOB PROFILE

I. Post Information

Job Title: Nutrition Manager **Supervisor Title/ Level**: Chief of Field Office, P4; Matrix management Chief Nutrition, P5 **Organizational Unit:** Programme **Post Location:** Punjab Field Office, Lahore, Pakistan	**Job Level:** NOD **Job Profile No.:** **CCOG Code:** 1I02 **Functional Code:** NUT **Job Classification Level:** Level 4

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 Manager position is required for the UNICEF Punjab Field Office, Pakistan, where UNICEF supports one of the country's largest provincial nutrition portfolios in a highly decentralized and reform-oriented context. Punjab's population size, administrative complexity, urban-rural disparities, humanitarian and climate-related vulnerabilities, and persistent burden of maternal, adolescent and child malnutrition require dedicated senior leadership to influence provincial policy, strengthen government systems and ensure quality implementation at scale. The post will support the Chief of Field Office and work closely with the Country Office Nutrition team to advance UNICEF's nutrition agenda in Punjab, with a strong focus on government ownership, equitable service delivery,

evidence-based planning and sustainable results for the most vulnerable women, adolescent girls and children.

At Level 4, the Nutrition Manager provides senior technical, policy and managerial leadership for complex nutrition programmes across Punjab, including systems strengthening, prevention of malnutrition, maternal and adolescent nutrition, infant and young child feeding, micronutrient interventions, early childhood nutrition, and the prevention and management of wasting. The role is expected to engage regularly with the Planning and Development Board, Health Department, Population Welfare Department, Social Welfare, Punjab Food Authority and Bait-ul-Maal Department, education and social protection platforms, district authorities, UN agencies, civil society, academia and development partners. The position will help translate provincial commitments into costed plans, budgets, operational guidance, district-level implementation support, monitoring systems and accountability mechanisms, while contributing to innovation, knowledge management and timely problem-solving in a large and decentralized field context.

Purpose for the job:

The Nutrition Manager supports the Chief of the Punjab Field Office as well as the Nutrition team in positioning nutrition as a strategic provincial development priority and in managing UNICEF-supported nutrition programmes across Punjab. The incumbent provides authoritative technical, policy and managerial support throughout the programme cycle to strengthen provincial nutrition governance, planning, financing, coordination, service delivery, monitoring and accountability systems. This includes supporting provincial policy dialogue, evidence-based planning, costed action plans, annual development plans, public financing for nutrition, district implementation support, partner coordination, resource management, field monitoring, emergency preparedness and response, and integration of nutrition with health, WASH, social protection, early childhood development, education, gender and climate-resilience platforms. The role is carried out in line with UNICEF's Strategic Plan, the Country Programme, provincial priorities, results-based management principles, standards of performance and the UNICEF accountability framework.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Strategic management and advisory support to the Chief of Field Office.
2. Punjab nutrition policy, systems strengthening and programme planning.
3. Programme management, district implementation support, monitoring and delivery of results.
4. Strategic advisory services, evidence generation and technical support
5. Provincial advocacy, resource mobilization, coordination and partnership building
6. Innovation, knowledge management, capacity building and institutional learning

1. **Strategic management and advisory support to the Chief of Field Office**

   - Provide strategic advice to the Chief of Field Office on Punjab's nutrition priorities, annual work planning, policy engagement, programme strategies, risk management, targets and

performance measures, ensuring alignment with the Country Programme and provincial development priorities.

- Coordinate work progress monitoring and ensure results are achieved according to schedule and performance standards, and report to Chief critical issues for timely action.

- Provide technical assistance and advice to colleagues in the section on all aspects of programming and implementation to enable them to achieve performance objectives.

2. **Punjab nutrition policy, systems strengthening and programme planning**

- Provide technical support and guidance on 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 as well as design and management of nutrition programmes/projects.
- Lead and contribute to upstream policy analysis and evidence generation to inform Punjab-specific nutrition policies, strategies, investment cases, costed action plans, annual development plans, provincial budget submissions and sectoral reform processes.
- Keep abreast of development trends to enhance programme management, efficiency and delivery.
- Support institutionalization of nutrition priorities within Punjab government systems, including provincial and district planning, budgeting, public financial management, procurement and supply systems, service delivery platforms, management information systems, monitoring reviews and inter-sectoral coordination mechanisms.
- 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.
- Provide technical support to government counterparts to review, update and operationalize nutrition-related policies, standards, guidelines and protocols, ensuring they are equity-focused, evidence-informed and aligned with global and national commitments.
- Establish specific goals, objectives, strategies, and implementation plans for the 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 and competencies to ensure the achievement of concrete and sustainable results.
- Facilitate cross-sectoral policy convergence and coordination with health, food systems, social protection, WASH, education, early childhood development, gender and emergency platforms to address the underlying determinants of malnutrition.

- Provide authoritative 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.

3. **Programme management, district implementation support, monitoring and delivery of results**

- Plan and/or collaborate with internal and external partners to establish monitoring benchmarks, performance indicators and other 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 health reviews with the 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, district reviews, surveys and regular exchange of information with provincial and district partners to assess progress, identify implementation and system bottlenecks, and support timely resolution of issues affecting service delivery and programme quality.

- Plan, 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.

4. **Strategic advisory services, evidence generation and technical support**

- Provide strategic advice to Punjab government counterparts, district authorities, NGO partners, UN agencies, development partners and donors on nutrition policies, strategies, standards, implementation models, financing options and service delivery approaches to support programme development, management, implementation and delivery of results.
    - Provide strategic advice on policy options, institutional reforms, financing approaches and implementation arrangements required to deliver nutrition results at scale and sustain them through government systems.

- Participate in strategic programme discussions and planning to provide technical advice, contribute to policy discussions and agendas, and promote health/nutrition interventions, especially in the areas of gender, emergency preparedness and maternal, newborn, and child health and nutrition.

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

- Translate data, evaluations, programme reviews and field evidence into concise policy briefs, investment narratives, decision papers and advocacy messages for senior government officials, development partners and UNICEF management.

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

5. **Provincial advocacy, resource mobilization, coordination and partnership building**

- Build and strengthen strategic partnerships with nutrition/health sector government counterparts, national stakeholders, global partners, allies, donors, and academia, through active networking, advocacy and effective communication. Build capacity, exchange knowledge and expertise, and/or promote cooperation and alliances to achieve programme goals on maternal and child rights as well as social justice and equity.
- Support high-level advocacy with Punjab's provincial decision-makers, including relevant departments, planning and finance authorities, parliamentarians, development partners and district leadership, to increase political commitment, domestic financing and accountability for nutrition through evidence-based investment cases, policy dialogue and results reporting.
- Prepare communication and information materials to highlight programme goals, achievements and/or needs to promote awareness, establish partnerships/alliances and support fund raising for nutrition programmes (maternal, newborn and child survival and development).
- Participate and/or represent UNICEF in appropriate inter-agency (UNCT) discussions and planning on nutrition-related issues to ensure organizational position, interests and priorities are fully considered and integrated in the UNDAF process in development planning and agenda setting. Collaborate with inter-agency partners/colleagues on UNDAF planning and preparation of nutrition programmes/projects.
    - Contribute to donor engagement, joint programming and resource mobilization efforts by articulating UNICEF's upstream policy role, comparative advantage and contribution to sustainable nutrition systems strengthening.

6. Innovation, knowledge management and capacity building

- Promote critical thinking, innovative approaches and good practices for sustainable nutrition programme/project initiatives through advocacy and technical advisory services.

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

- Contribute to the development of policies and procedures, and introduce innovation and best practices to ensure optimum efficiency and efficacy of sustainable programmes and projects.

- Organize, plan and/or implement capacity building initiatives to enhance the competencies of clients and stakeholders to promote sustainable results on health/nutrition related programmes/projects.

IV. Impact of Results

The efficiency and efficacy of support provided by the Nutrition Manager will strengthen Punjab's nutrition governance, policies, financing, partnerships and programme delivery, contributing to sustainable improvements in the nutritional status of mothers, adolescent girls, infants and children across the province. By linking evidence, policy dialogue, provincial and district planning, public financing and field implementation, the role helps UNICEF influence upstream decisions, strengthen government ownership and accountability, and ensure that nutrition priorities are embedded in Punjab's plans, budgets, service delivery platforms and monitoring systems. This will enhance UNICEF's credibility and comparative advantage in Punjab and support equitable, scalable and sustainable results for children and women, particularly those living in the most disadvantaged districts and communities.

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 without Supervisory Responsibilities)

- 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)

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 or another health-related science field.
Experience:	A minimum of eight 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, maternal, infant and child health/nutrition care, nutrition policy, systems strengthening, public sector planning, budgeting, strategic programme management, or provincial/district-level programme implementation. Experience in health/nutrition programme/project development and management in a UN system agency or organization is an asset. Demonstrated experience supporting government-led policy dialogue, development of provincial strategies or costed plans, inter-sectoral coordination, resource mobilization, public financing for nutrition, institutional strengthening, or large-scale nutrition programming in a decentralized context is a strong asset. Experience working with provincial governments in Pakistan, particularly Punjab, is highly desirable. Candidates with international experience will have advantage.
Language Requirements:	Fluency in English and Urdu is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.