**GENERIC JOB PROFILE**

## I. Post Information

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| Job Title: **Nutrition Officer**<br>Supervisor Title/ Level: **Health Specialist, NOC**<br>Organizational Unit: **Programme**<br>Post Location: **Hanoi, Viet Nam** | Job Level: **Level 2**<br>Job Profile No.: **11548**<br>CCOG Code: **1I02**<br>Functional Code: **NUT**<br>Job Classification Level: **Level 2** |

## 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**:

Viet Nam recently achieved upper-middle-income status, yet persistent inequities continue to affect ethnic minority communities, children in remote areas and other vulnerable groups. Under-five mortality, stunting and micronutrient deficiencies remain high in disadvantaged areas, while overweight, obesity, adolescent mental health challenges and climate-related risks are increasing.

Ongoing reforms focusing on expanding preventive care, digital health and social health

insurance coverage, government resolutions and legal frameworks (including Resolution 71 and 72 in health and education and the National Strategy and Action Plan on Nutrition) provide strategic entry points for UNICEF to help build more equitable, integrated and child-centred systems that protect and promote nutritious diets, essential nutrition services, and positive nutrition practices across the lifecycle.

Under the new Country Programme 2027–2031, UNICEF will support the Government of Viet Nam to strengthen integrated systems for children's health and nutrition, mental health, education and skills, and social protection, contributing to national priorities and UN Sustainable Development Cooperation Outcome (UNSDCF) Outcomes 1 and 2.

Nutrition priorities will focus on improving diets and food environments, nutrition services and practices to address all forms of maternal and child malnutrition across the life course with a focus on high-burden provinces and vulnerable populations through multi-system approaches leveraging food, health, education, shock responsive social protection; strengthening of nutrition strategic policy advocacy, governance, national and sub-national nutrition systems including primary health care and continuous quality improvement; strengthening food regulatory frameworks, institutional capacities, and enforcement mechanisms for healthier food environments for children and promoting healthy diets through social and behaviour change approaches to address overweight and obesity and other forms of malnutrition; securing equitable and sustainable financing and digital data systems and supporting evidence generation.

The Nutrition Officer reports to the Health Specialist at the NO-3 level and collaborates with the Health and Nutrition Officer, Environmental Health Officer, CCDRR Specialist, WASH Specialist, Social Protection Officer, SBC Officer, and focal points from related programme areas, including education, and Programme Monitoring and Evaluation.

**Purpose for the job:**

The Nutrition Officer provides professional technical, operational and administrative support throughout the nutrition programming process for the nutrition programmes/projects within the Country Programme from development planning to delivery of results. In doing so, the incumbent implements a variety of technical and administrative programme tasks to facilitate programme development, implementation, programme progress monitoring, evaluation, and reporting of results. The role also supports cross-sectoral collaboration with health, education, social protection, SBC, climate resilience and other platforms to advance equitable, sustainable and climate-resilient nutrition results for children, adolescents and women.

## 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**

- Conduct and update the situation analysis for the nutrition programme sector for the development, design and management of nutrition related programmes/projects. Research and report on development trends (e.g. political social, economic, nutrition, health) for higher management use to enhance programme management, efficiency and delivery of results.
- Contribute to the development and establishment of nutrition sectoral programme goals, objectives, strategies, and results-based planning, through analysis of nutrition needs and areas for intervention in line with the UNICEF multi-systems and lifecourse nutrition approaches; and submission of recommendations for priority and goal setting.
- Provide technical and operational support throughout all stages of programming processes by executing and administering a variety of technical programme transactions; preparing materials and documentations, and complying with organizational processes and management systems, to support programme planning, results based planning (RBM), and monitoring and evaluation of results.
- Prepare required documentations and materials to facilitate the nutrition programme review and approval process.
- Support analysis and planning that integrate nutrition priorities with health, social protection, education, SBC, food systems, climate resilience and other relevant sectoral platforms to address all forms of maternal and child malnutrition.

**2. Programme management, monitoring and delivery of results.**

- Work closely and collaboratively with colleagues and partners to discuss operational and implementation issues. Provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decision-making. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with the government and other counterparts to assess programmes/projects and to report on required action and interventions at the higher level of programme management.
- Monitor and report on the use of nutrition sectoral programme resources (financial, administrative and other assets), verifying compliance with approved allocation, goals, organizational rules, regulations/procedures, donor commitments, standards of accountability, and integrity. Report on issues identified to ensure timely

resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.

- Prepare regular and mandated nutrition sectoral programme/project reports for management, donors and partners to keep them informed of programme progress.

**3. Technical and operational support to programme implementation**

- Conduct regular programme field visits and surveys, and exchange information with partners and stakeholders to assess progress and provide technical support. Take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.

- Provide technical and operational support to government counterparts, NGO partners, UN system partners, and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes, and best practices on nutrition-related issues to support nutrition policy dialogue and convening, nutrition systems strengthening, programme implementation, operations and delivery of results.

- Provide technical support for emerging nutrition priorities, including adolescent overweight and obesity prevention, nutrition financing for sustained public investment, food system for children, and child nutrition and climate action.

- Provide technical and operational support for nutrition emergency preparedness and response efforts.

**4. Networking and partnership building**

- Build and sustain effective close strategic partnerships with nutrition sector government counterparts and national stakeholders across key systems including food, health, education and social protection including academia and research institutions through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve programme goals on maternal and child rights as well as social justice and equity.
- Strengthen collaboration and strategic coordination with government, UN and development partners across health, education, social protection, SBC, climate resilience and food systems to promote multi-system nutrition approaches and integrated nutrition programming and resource mobilization to address all forms of malnutrition.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for nutrition programmes.
- Participate in appropriate UN inter-agency meetings and events on programming to collaborate with inter-agency partners and colleagues on UNSDCF operational planning and preparation of nutrition programmes/projects, and to integrate and harmonize UNICEF's position and strategies with the UNSCF development and

planning process.

- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

**5. Innovation, knowledge management and capacity building**

- Identify, capture, synthesize, and share evidence, data, lessons learned for knowledge development, policy decision making, and to build the capacity of stakeholders.

- Provide timely, regular data-driven analysis for effective prioritization, planning, and development; facilitates results-based management for planning, adjusting, and scaling-up nutrition programme initiatives to address all forms of maternal and child malnutrition.

- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.

- Research, benchmark and report on best and cutting edge practices for development planning of knowledge products and systems.

- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

## IV. Impact of Results

The efficiency and efficacy of support provided by the Nutrition Officer 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 and 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.

The support provided by the Nutrition Officer contributes to improved nutrition outcomes for mothers, children and adolescents, particularly the most disadvantaged, by strengthening integrated, equitable and climate-resilient nutrition systems. The role also enhances UNICEF's ability to leverage cross-sectoral platforms, partnerships and sustainable financing to address both persistent and emerging nutrition challenges in Viet Nam.

## 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)

or

**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)

***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

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| Education: | A 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, food policy, food and nutrition sciences or another related science field. |
| Experience: | A minimum of two 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.<br><br>Experience in cross-sectoral nutrition programming, including linkages with social protection, education, SBC, food systems, climate resilience or nutrition financing, is an asset.<br><br>Experience in nutrition systems strengthening and building institutional capacities is an asset.<br><br>Experience in nutrition emergency preparedness and response is an asset.<br><br>Experience in health/nutrition programme/project development in a UN system agency or organization is an asset. |
| Language Requirements: | Fluency in English and local language is required.<br>Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset. |