GENERIC JOB PROFILE

I. Post Information	
Job Title: Immunization (EPI) Officer **Supervisor Title/ Level:** Immunization Specialist **Organizational Unit:** Programme (health and immunization)/Country office	**Job Level: Level 2** **Job Profile No:**___ **CCOG Code:** 1l03n **Functional Code :** HEA **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 immunization officer is to be based in Afghanistan Country Office (ACO) where the immunization program is a unit under the health component of the Country Programme. The Immunization Officer reports to the immunization specialist.

Purpose for the job:

The Immunization (EPI) Officer, under the supervision of the Immunization Specialist (EPI) and overall guidance of the Immunization Manager, is responsible for providing technical support to National Expanded Program on Immunization (NEPI), Provincial EPI teams and UNICEF Regional Offices for the planning, implementation, and monitoring of immunization program in the country, with a special focus on outreach vaccination and zero-dose children to achieve the UNICEF's immunization goals and objectives for Afghanistan. The Immunization Officer provides professional technical, operational, and administrative support throughout the programming process of the routine immunization and vaccination campaigns within the Country Program. It includes delivering results by preparing, executing, managing, and implementing various technical and administrative tasks under the program. Global actors strongly recommend reducing unimmunized (zero-dose) children. This position specifically supports EPI vaccination, focusing on outreach vaccination to reduce zero-dose children.

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, complete and up-to-date programme/project management information is available for effective budget preparation, programme/project design, implementation, management and evaluation.**

   Ensures the availability of accurate, complete and up-to-date information required for effective Immunization programme and project design, implementation, management, monitoring and evaluation. Drafts sound Immunization programme budgets for review by the supervisor, ensuring accuracy and appropriateness of data and coding. Drafts updated project status reports.

   Assembles and provides updated data and information on national immunization programme and on financial/administrative status for monitoring, analysis and analysis. Analyses the programme status and recommends appropriate adjustments as necessary.

2. **Project efficiency, effectiveness and vaccination coverage are enhanced through effective implementation follow-on.**

   Enhances project efficiency and effectiveness through implementation follow-on, including monitoring UNICEF inputs, local conditions and resources, flow of supply and non-supply assistance and Immunization project status.

   Undertakes field visits to districts and sub-districts for monitoring and supervision of project activities and to improve immunization coverage. Supervises the implementation of the routine EPI activities and prepares reports on the results of the field visits and the progress of vaccination coverage

   Prepares reports on the results of the field visits and progress of vaccination coverage.

3. **Progress reports and project work plans are timely prepared, and effective technical support is provided in the drafting of donor, annual and other reports/project documentation related to EPI.**

   Analyses collected data and information and prepare progress reports; drafts changes in Immunization project work plans and in identification of required supplies and equipment. Drafts sections of donor, annual and other project documentation related to EPI, ensuring accuracy and consistency with established rules, regulations and plans of action.

4. **Appropriateness and completeness of financial and supply documentation as well as adherence to established allotments are ensured.**

   Monitors flow of supply and non-supply assistance to local authorities. Records supply and non-supply inventory and quarterly update on cold chain equipment, distribution and utilization.

   Ensures the appropriateness of financial, administrative and supply documentation; verifies that Immunization project expenditures are within allotments and that data is consistent with the project information and database (e.g., FLS, ProMS). Follows up on queries or initiate corrective action on discrepancies.

5. **The capacities of Country Office staff and team work are strengthened through effective capacity building activities in the development, implementation and management of the Immunization Programme.**

   Supports a staff training/development programme to upgrade the capacity of the Country Office staff in the programme development, implementation and management of the Immunization Programme. Conducts relevant orientation, workshop, team work facilitation and staff learning/development activities: ensures that vaccination teams (acceleration) are properly trained on the various aspect of EPI; uses the appropriate training guidelines; participates in the Mid level

management training of vaccinators, cold chain managers, mid-level managers; participates in training activities and micro-planning workshops; participates in the training of district field assistants for community sensitization and awareness seminars.

6. Knowledge sharing with donors and media is promoted.

Compiles Immunization project implementation training and orientation materials, and shares useful and appropriate information to promote knowledge sharing with donors and media.

7. Effective communication, networking and collaboration are achieved with internal and external partners.

Ensures the effective communication, networking and working relationships are developed and maintained.

- Collaborates with Operations staff to implement internal controls systems and resolve day-to-day issues or discrepancies in financial or supply management.
- Teams with local government counterparts to exchange detail information on Immunization project implementation and status as well as movement and distribution of supplies. Provides technical support in the planning of district EPI micro-plan. Recommends courses of action to supervisor, as necessary.
- Arranges field visits to project sites for government and other partner, providing necessary information for briefing on the project. Participates in the study of the project status and evaluation as required.
- Collaborates with members of the development community, including NGOs, UN and bilateral agencies in the exchange of information relating to Immunization sector.

IV. Impact of Results

1. Accurate, complete and up-to-date programme/project management information is available for effective budget preparation, programme/project design, implementation, management and evaluation.

2. Project efficiency, effectiveness and vaccination coverage are enhanced through effective implementation follow-on.

3. Progress reports and project work plans are timely prepared, and effective technical support is provided in the drafting of donor, annual and other reports/project documentation related to EPI.

4. Appropriateness and completeness of financial and supply documentation as well as adherence to established allotments are ensured.

5. The capacities of Country Office staff and team work are strengthened through effective capacity building activities in the development, implementation and management of the Immunization Programme.

6. Knowledge sharing with donors and media is promoted.

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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)

Technical Knowledge[1] **[I]**

a) Common Technical Knowledge Required (for the job group) **[I]**

Knowledge of the latest theories, technology and practices in:

- Health Promotion and Disease Prevention
- Child and Maternal Health
- Public Health
- Behaviour Change Communication
- Environmental Health
- Health Education
- Educational Interventions in Health Care

General knowledge of:

- Methodology of programme/project management
- Programmatic goals, visions, positions, policies and strategies for Immunization programmes
- Knowledge of global Immunization issues, specifically relating to children and women, and the current methods and approaches.
- Policies and strategy to address Immunization issues, including those relating to emergency, conflicts, disasters, and recovery.
- Emergency programme policies, goals, strategies and approaches.
- Financial, supply and administrative rules and regulations.
- Rights-based and Results-based approach and programming.
- Mid-Term Strategic Plan
- UNICEF programme policy, procedures and guidelines in the Manual.
- UNICEF Board endorsed policy papers and agency-wide programmes impacting on Immunization results
- Knowledge and proficiency in the use of corporate office computer system applications and software, including LAN, email, word processing, spreadsheet, database, telecommunications.

b) Specific Technical Knowledge Required [I]

(Technical knowledge requirements specific to the job can be added here as required.)

- Professional technical Knowledge of theories, principles and methods in one of the following areas: Health, Public Health, Maternal and Child Health, Nursing, Family Health, Immunization, Social Work, Behaviour Change, or a discipline relevant to international development assistance in Immunization.
- Gender equality and diversity awareness

c) Technical Knowledge to be Acquired/Enhanced (for the Job) **[I]**

- National Government development plans and policies
- 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.

VI. Recruitment Qualifications	
Education:	University degree in one of the disciplines relevant to the following areas: Social Sciences, Medicine, Health, Public Health, Family Health, Child Development, Nursing, or a field relevant to international development assistance in

[1] Reference to UNICEF and/or UN in terms of technical knowledge requirements (a and b above) are applicable only to those who are or have been the staff members of UNICEF or the UN common system.

	Immunization and Child Survival & Health Care. Background/familiarity with Emergency.
Experience:	Minimum Two years of relevant professional work experience. Experience working in the UN or other international development organization (for IP). Field work experience (for NO). Experience in knowledge management. Training and experience in social welfare, or Immunization/health care.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.

VII. Child Safeguarding **(Please respond with Yes or No)**	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point, or investigator (OIAI)?:	NO
Is this post a direct contact role in which incumbents will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?	NO
Is this post a child data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national id, location data, or photos)?:	No
The selected candidate for this position will be required to engage with vulnerable children:	No

[i]

JOB GRADE FACTORS [i]

P/L2;NOB

- The scope of the job duties range from methodical data collection, analysis, reporting to effective monitoring and analysis of project implementation and management, with limited technical decisions on project implementation, evaluation which will impact on project efficiency and delivery. The nature of the job is mostly contributory technical work requiring substantive technical analysis and core knowledge of the functional area. The work makes substantial contribution to the achievement of planned objectives of the project teams and the Section at the solid professional quality level. The supervisor guides and oversees the

work process, progress and end-results.

- Duties include the review of appropriateness and completeness of financial and supply documentation as well as adherence to established allotments.
- Technical expertise is required to analyse data and background information in direct support of the Situational Analysis and updates.
- The job requires professional judgement to interpret and apply guidelines correctly; If necessary, recommend deviations from guidelines to programme/project officers, as appropriate.

The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.