UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Health Manager (Maternal Newborn and Child Health)** Supervisor Title/ Level: **Chief of Health, P5** Organizational Unit: **Programme** Post Location: **Country Office**	Job Level: **Level 4** Job Profile No.: CCOG Code: **1I03n** Functional Code: **HEA** 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, 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 Health Manager GJP is to be used in a large Country Office (CO) where the Representative is at the **D2/D1** level and the Health Programme is a component of the Country Programme (or UNDAF).

Purpose for the job:

The Health Manager reports **to the Chief of Health/** for general guidance and supervision. S/He is responsible for supporting the Chief in managing the health section and leading the management, implementation, monitoring, evaluation, and reporting of the health programme (**e.g gender, maternal, neonatal, child**) within the country programme and including during emergencies. S/He provides technical guidance and operational support throughout the programming process to facilitate the achievement of concrete and sustainable results, according to plans, allocation, results based-management approaches and methodology (RBM), organizational Strategic Plans and goals, standards of performance, and accountability framework.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Programme development and planning**
2. **Programme management, monitoring and delivery of results**
3. **Advisory services and technical support**
4. **Advocacy, networking and partnership building**
5. **Innovation, knowledge management and capacity building**

1. Programme development and planning

- Plan and provide technical support and guidance for the preparation, design and updating of the situation analysis to establish a comprehensive and updated strategic plan for development, design and management of health related programmes. Keep abreast of development trends to enhance programme management, efficiency and delivery.
- Prepare, coordinate and/or supervise the formulation of health programme recommendations and related documentations as a component of the Country Programme, establishing clear programme goals, objectives, strategies, and results based on results-based planning terminology and methodology (RBM).
- Ensure alignment of the sectoral programme with UNICEF's Strategic Plans, Country Programme, UN Development Assistance Framework (UNDF), regional strategies as well as national priorities, plans and competencies.
- Consult and collaborate with colleagues and partners to provide technical and operational support on programme planning, management and implementation, and to ensure integration, coherence and harmonization of programmes/projects with other UNICEF sectors throughout all stages of programming processes.

2. Programme management, 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 health programmes including in emergencies.
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with the government and other counterparts to assess progress and to determine required action/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/projects through field visits, surveys and/or exchange of information with partners/stakeholders to assess progress, identify bottlenecks, potential problems and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.

- 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 and donor commitments, standards of accountability and integrity, ensuring 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. Advisory services and technical support

- Collaborate and consult with key government officials, NGO partners, UN system partners and other country office partners/donors on policies, strategies, best practices, and approaches on health-related issues to support programme development planning, management, implementation, and delivery of results.

- Participate in strategic programme discussions and planning to provide technical advice and to contribute to policy discussions and agenda setting to promote health and development issues especially in the areas of gender, emergency preparedness, maternal and neonatal health, and child survival and development.

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

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

4. Advocacy, networking and partnership building

- Build and sustain effective close working partnerships with health sector government counterparts, national stakeholders, as well as global partners, allies, donors, and academia. Through active networking, advocacy and effective communication, build capacity and exchange knowledge and expertise to facilitate the achievement of programme goals on child rights, social justice and equity.
- Prepare communication and information materials for CO programme advocacy to promote awareness, establish partnerships/alliances, and support fund raising for health programmes (maternal, neonatal and child survival and development).
- Participate and/or represent UNICEF in appropriate inter-agency (UNCT) discussions and planning on health-related issues to collaborate with inter-agency partners/colleagues on UNDAF planning and preparation of health programmes/projects, ensuring organizational position, interests and priorities are fully considered and integrated in the UNDAF process in development planning and agenda setting.

5. Innovation, knowledge management and capacity building

- Promote critical thinking, innovative approaches and good practices for sustainable health programmes/projects initiatives.

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

IV. Impact of Results

The efficiency and efficacy of support provided by the Health Manager to programme preparation, planning and implementation facilitates the delivery of concrete and sustainable results that directly impact the improvement of the health of the most marginalized and vulnerable women 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 protect the rights of children, and to promote greater social equality to enable them to survive, develop and reach their full potential in society.

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

i) <u>Core Values</u>

- Care
- Respect
- Integrity
- Trust
- Accountability

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

- Nurtures, Leads and Manages People (2)
- 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 Managers 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: public health/nutrition, pediatric health, family health, health research, global/international health, health policy and/or management, environmental health sciences, biostatistics, socio-medical, health education, epidemiology or another relevant technical field.
Experience:	A minimum of eight years of professional experience in one or more of the following areas is required: public health/nutrition planning and management, maternal and neonatal health care, or health emergency/humanitarian preparedness. Experience working in a developing country is considered as an asset. Relevant experience in a UN system agency or organization is considered as 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.