

Job Description Form

Classification Date: June 2020

1. Job Type **2. Job Information**

Title

Functional Group - Level 1 **Grade**

Functional Group - Level 2 **Job Code**

Functional Group - Level 3 **CCOG Code**

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number **Location**

Supervisor Position Number **Supervisor Grade**

Supervisor's Title

3. Organizational Setting and Work Relationships

The Associate Nutrition and Food Security Officer is a member of a multidisciplinary team and will ensure that UNHCR's nutrition and food security programmes meet minimum UNHCR and international standards, to minimise malnutrition, micronutrient deficiencies and anaemia prevalence and improve food security of populations of concern towards the achievement of the Sustainable Development Goals (SDGs).

The incumbent provides timely technical and strategic guidance to UNHCR senior management and partners including on the design and monitoring of UNHCR's responses in nutrition and food security. S/he provides guidance on nutrition and food security programming, supports design and implementation of nutrition and food security assessments and communicates the data and analysis on the nutrition and food security situation to a range of audiences internally and externally.

The incumbent will support technical coordination with other regional UN agencies involved in nutrition and food security including WFP, UNICEF, WHO, FAO and NGOs in line with global guidance and commitments. S/he will share information and experiences, carry out joint assessments, seek financial and technical support for selected refugee operations, and conduct joint trainings.

The Associate Nutrition and Food Security Officer will work closely with UNHCR's programme, cash, registration and data management staff on targeting of food and basic assistance with WFP. S/he will work with the Programme Officer (or other designated staff member) to support operational collaboration and joint programming with WFP on nutrition and food security (including the design and implementation of Joint Assessment Missions).

The incumbent has a functional line to the Senior Nutrition and Food Security Officer in the Regional Bureau and/or in the Public Health Section in Geneva regarding authoritative guidance and support in technical matters and is expected to maintain regular contact with them.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

4. Duties

Coordination, Leadership and Partnership

- In the absence of more senior public health and nutrition staff, coordinate nutrition and food security activities for Persons of Concern (POC) with other government, UN agencies, donors, non-governmental organisations (NGOs) and other humanitarian partners including development actors to ensure nutrition and food security is in line with the Global Compact on Refugees and in support of the Sustainable Development goals, including SDG 2.
- In collaboration with more senior nutrition and/or public health staff, represent UNHCR in relevant technical nutrition and food security meetings and advocate with evidence and data on refugee nutrition and food security situation.
- Support operational collaboration with WFP including the design and implementation of Joint Assessment Missions and corresponding Joint Plans of Action in line with global commitments on targeting of assistance to meet basic needs and data sharing to support assistance distribution (in collaboration with programme and protection colleagues),
- Support inter-sector collaboration throughout all stages of programme cycle between nutrition and food security with public health, WASH, education, environment, shelter, and protection etc. in order to promote synergies and maximise impact.
- In collaboration with public health staff, contribute to the development and monitoring of country specific medium to long term inclusion plans in support of the Ministry of Health and other relevant Ministries (e.g. Social Welfare) and in partnership with development and other actors including the World Bank, International Labour Organisations, UNICEF, WFP, WHO and major donors.
- Work with stakeholders, including UN agencies, NGOs, Ministries of Health and academic institutions in the development of nutrition and food security plans associated with refugee movements (including in repatriation programmes).
- Maintain and update contingency plans for potential outbreaks, refugee and returnee movements.
- Advocate with government and partners for refugees, returnees and other POC's access to local public health and nutrition services as well as for their inclusion as a specific group in government policies, plans and social protection programmes.

Strategic planning and development

- Implement UNHCR's Strategic Plan for Public Health and its adaptation at country level.
- Ensure that Nutrition and Food Security strategies address known gaps in nutrition and food security programming based on country-specific needs assessment with due consideration to multi-sectoral linkages and existing national nutrition and social protection programmes.
- Support the development of country public health, nutrition and food security strategies (including targeting of basic food and non-food assistance) based on up-to-date assessment and identification of needs, recognizing the contributions of governments and other actors and in support of national health systems as much as possible; include preventive, promotive, curative, and rehabilitative care; recognise the different approaches required for the stage of the humanitarian response (preparedness, emergency, stabilisation, transition and long term inclusion) as well as for settlement or camp based POCs and those in urban or non-camp situations.
- Support the design, implementation and reporting on Joint Assessment Missions with WFP and the resulting Joint Plan of Action.

Technical Support

- Provide technical assistance on nutrition and food security to UNHCR's staff and partners.
- Advise Field Offices on matters related to procurement of sector-related materials and equipment, and regular update on new developments and specifications of such items.
- Ensure dissemination and implementation of internationally accepted technical standards, policies, and guidelines within UNHCR and among partners; adapt accordingly to the unique situation of refugee populations.
- Advocate on all issues relating to refugees' and other POC's nutrition and food security including adequate access to services, inclusion in national systems and services and identification of development and international funding sources.

Assessment, analysis and monitoring

- Support the planning and implementation of the UNHCR Standardized Expanded Nutrition Surveys.
- Coordinate and participate in joint needs assessments (including Joint Assessment Missions with WFP), nutrition and food security assessments of refugees and returnees.
- Assist in the design and implement the monitoring and evaluation system for nutrition and food security programmes within the Area of Responsibility (AoR).
- Support staff and partners to implement the Health Information Systems, Post Distribution Monitoring and ensure linkages with nutrition cluster assessment tools and process in out of camp or host populations.
- Support the exchange and analysis of information on nutrition and food security at the national level with government and other partners.

Capacity Strengthening

- Undertake and/or support capacity strengthening of UNHCR and its implementing partners to ensure the technical integrity of nutrition and food security programmes in a co-ordinated, multi-sectoral way.

- Share with local and international partners relevant guidelines and information materials on programming relating to refugee nutrition and food security.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

Human Nutrition; or other relevant field.

(Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses

*Public Health; Food Security; Food Assistance;
Reproductive Health; Infant and Young Child Feeding (IYCF)*

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Proven technical expertise in the area of nutrition and food security assessments including surveys, rapid screenings and rapid assessments. Experience in the collection and use of routine health and nutrition monitoring data. Ability to work under pressure and in hardship conditions. Ability to promote good working relationships among colleagues, supervisors, and supervisees. Analytical and creative thinking abilities with solutions oriented approach. Ability to coordinate a range of diverse actors and activities to achieve a common objective in the area of Nutrition and Food Security. Knowledge and experience of working with partner agencies with a capacity to provide formal and informal technical training. Strong communication skills both verbal and in writing. Proficiency in computer software such as MS Access, Epi Info, Excel, PowerPoint, Word and other statistical programmes required for nutritional survey data analysis.

Desirable

Previous professional work with refugees and other populations of concern to UNHCR with UNHCR, NGO's and / or UN agencies. Experience in multi-sector programming for nutrition outcomes. Experience, advanced training and combined knowledge in various related fields: e.g. public health, food assistance/food security, IYCF, reproductive health, WASH. Demonstrated experience in Community Management of Acute Malnutrition (CMAM), Infant and Young Child Feeding (IYCF) practices, targeting food assistance, small scale agriculture and livelihoods interventions, cash assistance to meet basic needs. Experience in project cycle management and working with diverse range of partners.

Functional Skills

*IT-Computer Literacy
PG-Programme Management (project formulation, programme cycles and reporting standards)
TR-Training/Coaching/Facilitation
MD-Nutrition
EX-Experience in hardship duty stations
EX-Field experience in emergency and/or large-scale settings
MD-Nutrition-Food Supplm, SMART methodology, CMAM, IYCF, Voucher/Cash transfer
MG-Partnership Development*

(Functional Skills marked with an asterisk* are essential)

Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***
*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***
*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

6. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies

Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation

Managerial Competencies

Empowering and Building Trust
Judgement and Decision Making

Cross-Functional Competencies

Analytical Thinking
Planning and Organizing
Stakeholder Management

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.