



## UNITED NATIONS CHILDREN'S FUND JPO Request Form



### Training and Learning Plan

- ✓ Participation in a one-week JPO Induction Programme in New York;
- ✓ Guidance and advice in relation to training opportunities within the field of expertise;
- ✓ Use of yearly JPO training funds for internal/external training opportunities;
- ✓ Participation in the Mentoring, Coaching, and Career Counselling and Career transition programmes;
- ✓ Encourage field mission and/or stretch assignment during and after the 2<sup>nd</sup> year.

In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

- ✓ Field missions to various Pacific Island Countries and potential out posting in those countries for stretch assignment.

This JPO position provides a fantastic career development opportunity, because

- ✓ In the Pacific, UNICEF works in 14 Pacific Island Countries and Territories with small, culturally diverse populations, high levels of environmental vulnerability and limited income sources. The UNICEF presence in the Pacific consists of the Pacific Multi-Country Office (MCO), based in Suva, Fiji along with Field Offices in Kiribati, Federated States of Micronesia, Samoa, Solomon Islands and Vanuatu. This setting provides a unique learning opportunity for the JPO useful to future career progression with potential retention within the Pacific.
- ✓ Supervisor has many years of management experience including in coaching and development of young professionals. In addition to the immediate supervisor, other members of the Health and Nutrition Section

and the Section Chief, who also started her UNICEF career as JPO, will provide coaching and mentoring support.

<b>Information and living condition of Duty station:</b>	
General Information	<p>The position will be based in Suva, Fiji but will require extensive travel to the Pacific Island Countries and territories. Many field location have with basic facilities.</p> <p>Fiji lies in the heart of the Pacific Ocean midway between the Equator and the South Pole, and it is located north of New Zealand and northwest of Australia. Fiji consists of 18,333 square km of land and includes approximately 300 islands of which around 110 are inhabited. The capital is Suva, and it is one of the two cities in Fiji. The other is Lautoka City and both are on the island of Viti Levu.</p> <p>Fiji has a tropical oceanic climate. The rainy season, from November to April, coincides with the hot and humid months and the cooler months are from May to October. Fiji sits in a cyclone area, and cyclones are most likely to occur in the summer months between November and April. Due to the heat and humidity, you may prefer loose clothing in natural fibers. In Suva, a rain jacket and umbrella are essential. There is no defined dress code, but polite official or Pacific attire is well respected in all offices in Pacific. Fiji is currently in UN Security phase 1. Like in any other country, robbery, theft and violent assault are inevitable staff members are always reminded to exercise caution. Home invasions may occur, affecting both locals and expatriates.</p> <p>Suva is the capital city of the Fiji Islands (population estimated at 175,000 including the suburbs). Located on the south-eastern coast of the main island of Viti Levu, Suva is the administrative and political centre of the country. It is one of the South Pacific's largest and most sophisticated cities and home to many regional and international development organizations, including UN agencies, embassies and high commissions, the Pacific Island Form Secretariat etc. English is the official working language of the country and is widely used, with Fijian, Hindustani and Rotuman being the actual languages of the country.</p> <p>Suva is a very multicultural city which is reflected by the different mosques, churches, temples and cultural centres. There are many restaurants, bars, coffee shops, nightclubs and even a large cinema complex where all the latest movies are shown. Suva has accommodation to suit business travellers' families and backpackers.</p> <p>Living and working in Pacific Island Countries including Fiji provides for an interesting and enriching experience, but also requires a mature level of cultural awareness, as well as patience and commitment to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to appreciate the new and unique culture and environment are essential. English is the official working language of the country and is widely used, with Fijian, Hindustani and Rotuman being the actual languages of the country.</p>
Security	<p>Fiji is currently in UN Security phase 1 i.e. low. While security briefings upon your arrival will provide more details, please note the following: Like in any other country, robbery, theft and violent assault are inevitable staff members are always reminded to exercise caution. Home invasions may occur, affecting both locals and expatriates. Staff members should avoid demonstrations, street rallies and political gatherings as such events could result in civil disorder.</p>
Housing	<p>There are several apartments (including fully furnished apartments) and houses available. Before starting your search for permanent accommodation, speak with UNDSS and your colleagues about recommended areas and those to avoid. There may also be some staff leaving that will be vacating their accommodation. Most UN staff live in Domain, around Albert Park, Flagstaff and Nasese. Only a few staff live in Tamavua or Lami as traffic congestion can be challenging.</p>

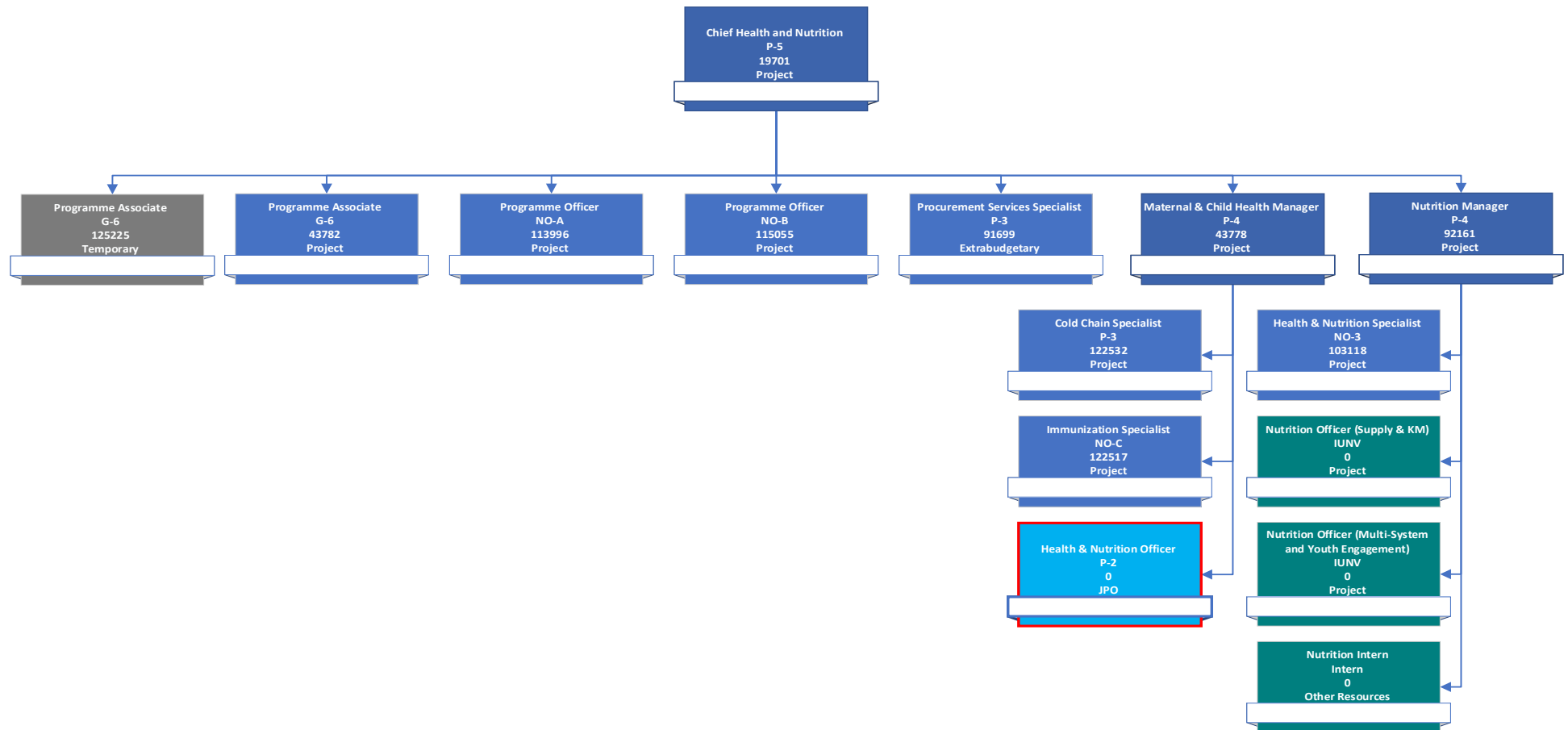
Schools & Childcare	Schools are predominantly English medium. Most international staff send their children to the International School in Suva which caters for both primary and secondary education and teaches the International Baccalaureate. The international school also has a childcare facility. Other local schools available are Christian, religious, government and private schools. Seek advice, should you require, from colleagues in the office.
Work for spouses & partners	Spouses for UN staff are provided a resident permit which falls under the exemption permit for their spouses. For employment in Fiji, the spouse would need to give up their residential permit and apply for a work permit provided they have secured a local position.

## Reporting line of the JPO

The JPO Health & Nutrition Officer will report directly to the Maternal & Child Health Manager based in Suva, Fiji.

### Health & Nutrition

October 24





## UNITED NATIONS CHILDREN'S FUND JOB PROFILE

### I. Post Information

Job Title: Health and Nutrition Officer (JPO)  
Supervisor Title/ Level: Maternal and Child Health Manager, P-4  
Organizational Unit: Pacific Multi-Country Office, Programme Section  
Post Location: Suva, Fiji

Job Level: Level 2  
Job Profile No.:  
Job Classification Level: Level 2

### II. Strategic Office Context and purpose for the job

#### **Strategic office context:**

In the Pacific, UNICEF works in Cook Islands, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, Niue, Palau, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu: These 14 Pacific island countries and territories (PICTs) are home to 2.3 million people, including 1.2 million children and youth, living on more than 660 islands and atolls stretching across 17.2 million square kilometers of the Pacific Ocean, an area comparable to the combined size of the United States of America and Canada. Kiribati, Marshall Islands, Federated States of Micronesia, Solomon Islands, and Tuvalu are classified as Fragile States according to World Bank/OECD criteria.

In the Pacific, uneven progress has been made in achieving the Sustainable Development Goals (SDGs) targets for child and maternal health and nutrition. Generally, the PICTs face a double burden of communicable and non-communicable diseases (NCDs) including mental health problems affecting school-aged children and adolescents, which is crippling the health systems. Ending preventable maternal, newborn and child deaths is still an unfinished agenda in some PICTs, while, in other PICTs, the priorities are shifting toward ensuring health and well-being of older children and adolescents at all life stages with diverse needs. The triple burden of malnutrition – the co-existence of undernutrition, micronutrient deficiencies, overweight and obesity – is a major public health problem, fueling the NCD epidemic in the PICTs. Climate change and recurrent natural disasters is a constant threat in the PICTs.

In response to these challenges, UNICEF Pacific prioritizes its support under health and nutrition programme as follows: i) strengthening community-based primary health care with resiliency for universal access to integrated, people-centered, quality services; and ii) multi-system and multi-stakeholder approaches to addressing triple burden of malnutrition, including through strengthening the legislation and regulatory frameworks, school health and nutrition programme, social behavior change, community and private sector engagement for healthy lifestyles and dietary practices.

#### **Purpose for the job:**

Health & Nutrition Officer provides professional technical assistance and support for programme/project design, planning, implementation, monitoring, evaluation, and administration of programme/project activities, including data analysis, progress reporting, knowledge networking and capacity building, in support of achievement of planned objectives of the work plan, aligned with Health & Nutrition programme goals and strategy in PICTs.

Under direct supervision of the Maternal and Child Health Manager, the JPO will be responsible for the following key functions/accountabilities:

- Coordination of technical assistance to the development and implementation of integrated health and nutrition approaches in collaboration with internal and external partners, with special focus on school-aged children and adolescents.
- Technical support and coordination to ensure effective implementation of the integrated health and nutrition projects for school-aged children and adolescents in selected PICTs, in consultation with all relevant partners.
- Monitoring and reporting of the health and nutrition programme implementation.
- Establishment and maintenance of effective partnership and working relationships for advocacy, technical coordination, information sharing and knowledge networking.

### **III. Key functions, accountabilities and related duties/tasks:**

#### **1. Accurate information, data analysis, and documentation are timely made available to contribute to situation analysis, sectoral inputs and reporting.**

Assists the preparation and periodic update of the Situation Analysis by compiling Health & Nutrition data, analysing and evaluating relevant information and providing the technical input in a timely and accurate manner. Drafts briefing notes, prepares presentations, and assists with preparation of sectoral inputs to the programme documents as required. Contributes to the consultation and coordination with key partners at all levels.

#### **2. Technical assistance are coordinated in the implementation of integrated Health & Nutrition approaches through participation and collaboration with internal and external partners.**

Coordinates technical assistance in the integration of the Health & Nutrition programme with other sectors in collaboration with other UNICEF sectors such as Education, Child Protection, WASH, and Social Behavioral Change communication. Contributes to build on intersectoral experience and establish partnerships to promote innovative approaches to address immediate and underlying determinants of maternal, newborn, child and adolescent health and nutrition, recognizing that health and nutrition outcomes are not the results of action in the health and nutrition sectors alone. Serve as focal point for multi-sectoral school-based interventions for students' health and wellbeing.

#### **3. Work plan and objectives are effectively implemented and planned results are timely delivered through technical support and coordination.**

Assists in the development of the sectoral work plan and technical decisions as well as for administration, implementation and monitoring of sectoral project activities. Analyses data and information, and drafts progress reports; drafts changes in project work plans, as required. Monitors to ensure objectives and targets are timely met and achieved, through effective coordination and collaboration, by participating in a teamwork of professional and support staff. Support maintenance of info system for monitoring gender sex aggregated data.

#### **4. Project efficiency and effectiveness are enhanced through effective implementation follow-up.**

Provides timely implementation follow-up, including monitoring UNICEF inputs, local conditions and resources, flow of supply and non-supply assistance, and project status to build on project efficiency and effectiveness.

Assists in identification and selection of Health & Nutrition supplies and equipment. Follows up on delivery of cash assistance and liquidation of advances and proper planning, delivery and use of supply component of the project. Ensures that activities are in accordance with plans of action. Records information on utilization of resources and distribution of supplies.

#### **5. Project implementation progress is monitored for adjustment and improvement of program delivery and sustainability.**

Participates in the field visits to UNICEF project sites for monitoring project activities and local conditions, and follows up with local government counterparts and other partners on project implementation. Assists in identifying necessary action for programme adjustments, acceleration, improvement and sustainability. Assists government counterparts and other partners in the planning and management of Health and Nutrition Programme. Reports to supervisor and/or Head of section the outcome of programme monitoring and review meetings. Drafts changes in programme work plans as required.

**6. Transparency is ensured for supply and non-supply assistance and disbursement of programme funds for Health & Nutrition.**

Coordinating with Operations and Supply staff on supply and non-supply assistance activities, ensures UNICEF and implementing partners accountability. Liaises with local authorities to ensure timely submission of financial requests and reports. Monitors disbursements of funds, ensuring those activities are within established plans of action and programme budget allotments. Drafts financial status reports for management as required.

**7. Effective partnership and working relationships are maintained for advocacy, technical coordination, information sharing and knowledge networking.**

Assists in establishing effective monitoring, knowledge database/network and reporting systems to ensure the availability of current and accurate programme information/data, and contributes to the development of communication materials and strategies to support advocacy and community participation for Health & Nutrition; and to widen partnership with all stakeholder at national, regional, district, community and household levels as well as with funding partners including the private sector in order to accelerate achievement of health and nutrition programme outcomes. Keeps close contacts with external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate relevant data, exchange information on programme/project development and implementation. Shares knowledge, information, experience and lessons learned.

**8. Up-to-date programme information is kept available and reports prepared to support the Health & Nutrition programme by the effective implementation of integrated monitoring system.**

In consultation with monitoring and evaluation colleagues, conducts accurate and timely monitoring and data collection, and supports an integrated monitoring system. Assists with partners to ensure that monitoring systems are properly designed, and that data collection and analysis from field visits are coordinated and standardised across programmes to feed into to programme performance monitoring. Analyses monitoring data, and provides feed-forward or recommends adjustment as appropriate to ensure achievement of programme objectives. Assists in the timely preparation of annual sector status reports in compliance with the established guidelines and procedures. Assists in the drafting and preparation of programme reports for management, Board, donors, budget reviews, programme analysis, and annual reports, as required.

**9. Emergency preparedness is maintained, and in emergencies, emergency responses are effectively provided.**

Assists in the implementation of emergency preparedness plan relating to Health & Nutrition. In case of emergency, assists in monitoring and assessing the nature and extent of the emergency in the assigned area. Provides assistance to the Country Office as required.

#### **IV. Impact of Results**

The efficiency and efficacy of support provided by the Health and Nutrition Officer to programme preparation, planning and implementation contributes substantially to the delivery of concrete and sustainable results that directly impact the improvement of the health and nutrition of the most marginalized and vulnerable women and children in PICTs. 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. Competencies and level of proficiency required

### Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

### Core competencies skills

- 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)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

### Functional Competencies

- Persuading and influencing (1)
- Applying technical expertise (1)
- Learning and researching (2)
- Planning and organizing (2)

## VI. Recruitment Qualifications

### Education:

A university degree in one of the following fields is required:

Public health/nutrition, medicine, nutrition and deictics, health/nutrition research, global/international health and nutrition, health and nutrition policy and/or management, environmental health sciences, biostatistics, socio-medical, health education, epidemiology or another relevant technical field.

### Experience:

A minimum of two years of professional experience in Health and Nutrition programming is required.

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 or local language of the duty station is considered as an asset.