



## 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, Career Counselling and Career transition programmes;
- ✓ The JPO will be encouraged to take a field mission and/or stretch assignment during and after the 2<sup>nd</sup> year to get additional exposure to UNICEF offices.

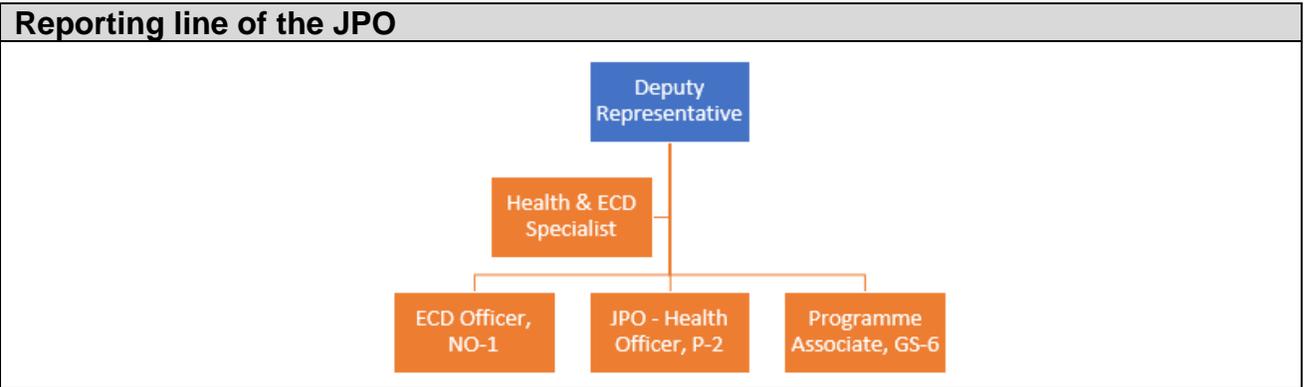
In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

- ✓ Online and/or face-to-face learning available directly by UNICEF Europe and Central Asia Regional Office (ECARO), including through network meetings, UNICEF CO and partners on health-related aspects (e.g. child immunization, perinatal and neonatal health),
- ✓ Training on overall budget management, administration, and finance, as per UNICEF rules and regulations.
- ✓ Programme Management training as per personal interest through external service providers.

**Career prospects and potential for retention:** The experience in a developing country is important for gaining vision and strategies for working up-stream on health system strengthening. These are important qualifications for being able to engage in other regional and global contexts. Since the COVID-19 pandemic, investing in health system has been higher on the priority list of donors globally, but also in our region, and therefore in many countries, and in the regional office, the health teams have expanded which can create opportunities for further advancement in career and retention of the JPO within UNICEF.

**Supervisor's experience in coaching and development of young professionals:** The supervisor has over 20 years of experience in UNICEF as program manager, which included managing small teams. This entails supporting supervisees to develop and implement their learning plans through external and internal capacity building opportunities, but also through day-to-day mentoring. The supervisor also has experience in mentoring interns and newcomers to the health team.

| <b>Information and living condition of Duty station: [For Field Office locations only]</b> |  |
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| General Information  | Belgrade is the capital and largest city in Serbia. It has good health, education and transportation facilities. There is a variety of sport and cultural activities offered (e.g. sightseeing, theatres, cinemas, exhibitions), and restaurants that offer typical local as well as international cuisine.  |
| Security   | The situation in Serbia is generally quiet; all international agencies consider threats to their staff to be low. However, in Serbia as in most countries in Europe, there are incidents of pickpockets or traffic accidents, so it is advised that the JPO makes sure to exercise appropriate personal security awareness and common sense.   |
| Housing  | In Belgrade, there is a relative shortage of available apartments especially of those at the lower end of price scale. The standard of rental accommodation in Serbia varies widely. It is common practice for landlords to require payments of rents in Euros, US dollars. Rental rates for foreigners are generally higher than rental rates for local citizens with a minimum of 500.00 Euros for one room apartment to more than 2500.00 for private home with all amenities. It is advisable to employ a reputable real estate agent with experience in the foreign rental market. Generally, the landlord will pay the agent's commission, but you should clarify this prior to going out and looking at property. The commission is usually equivalent to a month's rent. The normal deposit is equivalent to one month's rent, and in addition, one to three month's rent may be requested in advance. It is possible to rent a fully equipped house or apartment with washer/ dryer, television, cable connection, refrigerator etc., but obviously the amount of the monthly payment will depend upon location, amenities, overall condition of the property, age of the structure, etc. It may be difficult to find a short-term lease of 3 to 6 months duration. Most leases are contracted for a minimum period of one year. One month's advance notice is generally required to extend a lease. When looking for an apartment in Belgrade, you might want to visit any of the following web pages: <a href="http://www.westproperties.rs">www.westproperties.rs</a> , <a href="http://www.terazijeapartments.com">www.terazijeapartments.com</a> , <a href="http://www.eurodiplomatic.com">www.eurodiplomatic.com</a> , <a href="http://www.cityrent.rs">www.cityrent.rs</a> For a short stay we can recommend you those close to the office: Mark Hotel, Hilton Hotel Slavija |
| Schools & Childcare  | For more information please visit the web site of the Ministry of Education of the Republic of Serbia ( <a href="http://www.mpn.gov.rs/sajt/index.php?page=1">http://www.mpn.gov.rs/sajt/index.php?page=1</a> ) as well as Expat Serbia web site education page - <a href="http://www.expatsrbia.com/once-youre-here/education">http://www.expatsrbia.com/once-youre-here/education</a> .<br><br>There are multiple international schools in Belgrade, including an American, British, French, and German school.  |
| Work for spouses & partners  | Belgrade is an economic powerhouse in the region, being the financial centre not only of Serbia but of Southeast Europe. Consequently, many big and international companies have their base in the city. For work, either a temporary or permanent stay VISA and also a permit to work is needed – unless the work is in diplomacy, international organizations, or certain international projects as a volunteer. All work permits are granted by the Serbian National Employment Service (offices in Gundulicev Venac 23-25, Belgrade). Please note that spouse visas for UNICEF staff do not provide work permits, and this would need to be applied for separately.  |





## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: Health Officer  
Supervisor Title/ Level: Health & ECD Specialist, NO-C  
Organizational Unit: Programme  
Post Location: Belgrade, Serbia

Job Level: P2  
Job Profile No.:  
Job Classification Level:

### II. Strategic Office 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.

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

The Health and ECD Section at UNICEF Serbia is seeking donor support for the funding of a JPO position for a 2–3-year period between 2024-2027 to provide support in accelerating the implementation of the health programme in Serbia with the focus on strengthening the primary health care system to further reduce persisting equity gaps in child health and development outcomes, particularly for those from most disadvantaged backgrounds.

While some progress has been made in the past decades, children that live in poverty, in sub-standard Roma settlements, and children with developmental difficulties and disabilities, are still lagging behind the general population, mainly due to inadequate access to quality services that provide tailor-made, culturally competent support that addresses a wider range of health determinants. To respond to these, UNICEF and the Ministry of Health have designed an ambitious plan as part of the 2021 – 2025 Country Programme of Cooperation, focused on institutional and professional capacity building of primary health care professionals to strengthen the outreach to the most vulnerable populations through primarily home visiting nurses and Roma health mediators, mobilising communities for social and behaviour change, ante-natal and perinatal health, as well as bringing health and other relevant sectors together to support families of children in a coordinated and holistic manner.

These interventions aim to address declining immunisation rates, improve children's developmental outcomes, increase breastfeeding rates and prevent non-communicable diseases such as obesity and mental health issues that are becoming an increasing burden to the general population, as well as among the most

vulnerable. The interventions introduce innovations in the organisation of services, introduction of digital platforms, and are also ensuring evidence to measure progress and guide future actions.

The funding for this JPO position will provide a much-needed support to advance new approaches in primary health care and work towards their institutionalisation and system strengthening in order to ensure quality support for the most vulnerable children and their families.

**Purpose for the job:**

Under direct supervision of the Health and ECD Specialist, the JPO Health Officer will contribute to the overall functioning of the health team and the implementation of the Country Programme Document and Health and ECD Work Plan agreed and signed with the Ministry of Health.

The JPO is expected to provide professional technical, operational, and administrative assistance throughout the programming process for the Health and ECD Programme within the Serbia Country Programme, from development planning to delivery of results, by preparing, executing, managing, and implementing a variety of technical and administrative programme tasks to facilitate programme development, implementation, programme progress monitoring, and evaluating and reporting of results.

The specific responsibilities of the JPO Health Officer would be to support the integration of international, regional and/or national evidence for improving the design of the programme interventions, oversee the implementation of the programmes in the field through institutional and population perspectives, support the capacity building of institutions and professionals, and provide technical inputs for defining policy and other system recommendations for advocacy purposes.

As already described within the programme context, the key programme areas will be focussed on reducing equity gaps for the most vulnerable children and improving the health (including immunisation), development, wellbeing and nutrition outcomes for children.

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

**1. Support to programme development and planning**

- a. Support any updates to the situation analysis for the development, design and management of health-related programmes.
- b. Research and report on development trends (e.g. political social, economic, health) for higher management use to enhance programme management, efficiency and delivery of results.
- c. Contribute to the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning through analysis of health needs and areas for intervention and submission of recommendations for priority and goal setting.
- d. 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, rights and results-based planning (RRBM), and monitoring and evaluation of results.
- e. Prepare required documentations and materials to facilitate the programme review and approval process.

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

- a. Work closely and collaboratively with colleagues and partners to discuss operational and implementation issues, provide solutions, recommendations, and/or to alert appropriate officials and stakeholders for higher-level intervention and decisions. Keep record of reports and assessments for easy reference and to capture and institutionalize lessons learned.
- b. Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts to assess programmes and to report on required action/interventions at the higher level of programme management.
- c. Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), and verify compliance with approved allocation and goals, organizational rules, regulations, procedures, as well as 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.
- d. Prepare regular and mandated sectoral programme/project reports for management, donors and partners to keep them informed of programme progress.

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

- a. Conduct regular programme field visits and surveys and share information with partners and stakeholders to assess progress and provide technical support and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- b. 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 health-related issues to support programme implementation, operations and delivery of results

## **4. Networking and partnership building**

- a. Build and sustain effective close working partnerships with health sector government counterparts and national stakeholders through active sharing of information and knowledge to enhance programme implementation and build capacity of stakeholders to deliver concrete and sustainable results.
- b. Draft communication and information materials for CO programme advocacy to promote awareness, establish partnerships/alliances, and support fund raising for health programmes.
- c. Participate in appropriate inter-agency (UNCT) on health programmes to collaborate with inter-agency partners/colleagues on UNSDCF operational planning and preparation of health programmes/projects, and to integrate and harmonize UNICEF's position and strategies with the UNSDCF development and planning process.
- d. 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**

- a. Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
- b. Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
- c. Assist with oversight of research and ensure results are available for use in knowledge products.
- d. Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

## IV. Impact of Results

The efficient and effective technical, administrative and operational support provided to the development, implementation and monitoring of the Health and ECD Programme on strengthening primary health care, directly impact on the ability of UNICEF to support Ministry of Health in introducing innovative evidence-based practices and quality, tailored made, culturally competent practices towards reducing equity gaps in health and development outcomes of the most vulnerable populations of children. It is also strengthening UNICEF ability to interact with different partners internationally, regionally and nationally to create and integrate new evidence-based knowledge into these system advancements – from academia, governmental institutions as well as civil society. This in turn contributes to enhancing the ability of UNICEF to fulfil its mission to achieve sustainable, locally owned and concrete results in improving the survival, development and wellbeing of children in the country.

## V. Competencies and level of proficiency required

### Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

### Core competencies skills

- 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)
- Drives to achieve impactful results (1)
- Manages ambiguity and complexity (1)

## VI. Recruitment Qualifications

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|------------------------|--|
| Education:             | A 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 two 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 in working in a developing country is considered as an asset.<br>Previous work experience in addressing the needs of the most vulnerable groups, or other associations that demonstrate good understanding of the vulnerable populations and rights-based approach in programming, would be considered as an asset.<br>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.   |