



## 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.
- ✓ Any group training which will be locally available for Tajikistan CO staff

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

- ✓ Learning on the key nutrition challenges affecting children and women, the drivers of inequities, and how to address these;
- ✓ Practical experience in implementing nutrition programme and activities aimed at improving various forms of malnutrition;
- ✓ Solid learning experience in the process of programme planning, implementation and monitoring of at least one annual cycle in UNICEF Country Office to understand how the country office system works;
- ✓ Guided experience in a research project, nutrition data collection and management, and contribution to the development of research protocol and monitoring and evaluation plans;
- ✓ Hands on experience in working with the government, and influencing their budgets, plans and policies.
- ✓ Career prospects and potential for retention: Solid knowledge of the process of programme planning, implementation, monitoring and reporting of the nutrition programme within the Country Programme and of UNICEF's vision, policies, strategies and procedures will provide the JPO with useful exposure to UNICEF programming and systems and better prospects for career development within UNICEF. The JPO's overall supervisor (Chief of Health and Nutrition) and her technical supervisor (Nutrition Specialist) will provide advice and mentoring support for her/his career development. Throughout her/his JPO tenure, the Nutrition team will continue its resource mobilization efforts.

- ✓ Supervisor's experience in coaching and development of young professionals: the officer will receive overall supervision and support from the Chief of Section who is an experienced people-manager and mentor, with managerial experience at P4 level, including development and humanitarian settings. In a previous duty post, he has provided similar mentoring and guidance for Masters-level students on internship from the Mel and Enid Zuckerman College of Public Health at the University of Arizona.

<b>Information and living condition of Duty station:</b>	
General Information	<p>The Republic of Tajikistan is located in the south-east of Central Asia. The total territory is 143.1 thousand square kilometers. The population is around 10 million people. The currency unit is Somoni introduced in October 2000.</p> <p>The geography of the Republic of Tajikistan is mountainous with heights above sea level varying between 300 and 7495 meters. Mountains belonging to the highest ranges of Central Asia make up 93% of the total area of the country.</p> <p>UNICEF operates from Dushanbe, the national capital of Tajikistan, located along the Varzob River in the Gissar valley, in the southwest of the country. Dushanbe has a population of about 1 million inhabitants. It is a family friendly duty station. Official language is Tajik (a variant of Persian; Farsi), while Russian is widely used.</p> <p>Dushanbe is a clean, European-style city. The city is located at 820 meters above sea level and has wide tree-lined streets with plenty of cafés to enjoy coffee or tea with local sweets. Dushanbe is the financial, political, administrative, and cultural capital of Tajikistan. All Government offices and Embassies are located in Dushanbe.</p>
Security	<p>The overall Security Level for Tajikistan, including Dushanbe where UN personnel resided is low. The threat rating of the Crime category is moderate. The general crime situation is assessed as moderate and is under control by law enforcement agencies. The number of registered crimes in Tajikistan during the current year decreased by 6.8% from the corresponding period of the previous year (2022).</p>
Housing	<p>Different types of long-term accommodation are available in Dushanbe: standalone houses and apartments are most common housing. The price for monthly rent varying depending on location, size and condition. It is recommended to choose an apartment that has secure doors and windows, and limits access to the building at the main entrances. The physical security aspects of housing are important such as having grills on lower floor windows, having functional CCTV system, ensuring well-illuminated streets and entrances, and choosing residences in good neighborhoods. Local Admin team will support international staff in identifying the most suitable option.</p>
Schools & Childcare	<p>Most of UNICEF international staff's children attend international schools with an academic system that is widely recognized abroad.</p> <p>There are few international schools available in Dushanbe: QSI International (<a href="https://dushanbe.qsi.org">dushanbe.qsi.org</a>), Contofield International (<a href="https://contofield.com/">https://contofield.com/</a>), Modern International School (<a href="https://mistj.edupage.org/">https://mistj.edupage.org/</a>). There is number of childcare and pre-school institutions available for children under the school age. Local Admin team will support international staff in identifying the most suitable option.</p>
Work for spouses & partners	<p>Work opportunities for spouses/partners are limited. UNICEF, to the extent possible, assist spouses of international staff members seeking employment in UNICEF or other UN agencies. A spouse of an international staff member may be recruited to fill a vacant post provided that: a) his/her qualifications meet the requirements of the vacant post; b) his/her qualifications are substantially equal to those of competing external candidates; c) the fullest regard has been given to the qualifications and experience of staff already in service; d) he/she will not be assigned to serve in a position: which is superior or subordinate in line of authority to his/her spouse; and/or where it could be perceived that there is a conflict of interest because of the nature of the work.</p>

**Reporting line of the JPO**

## Health and Nutrition Section, UNICEF Tajikistan



UNITED NATIONS CHILDREN'S FUND  
JOB PROFILE

### I. Post Information

Job Title: **Nutrition Officer**  
Supervisor Title/ Level: **Chief of Health and Nutrition, Level 4**  
Organizational Unit: **Programme**  
Post Location: **Dushanbe, Tajikistan**

## **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 Nutrition Section at UNICEF Tajikistan is seeking donor support for the funding of a JPO position for 2024-2025 that will provide critical support for the accelerated implementation of the Nutrition Programme in Tajikistan. The post is based in Dushanbe with frequent travel to programme sites within the country.

Tajikistan grapples with the worst burden of chronic and acute malnutrition in the Europe and Central Asia region. Almost one in five children under five years have stunted growth, while over 50,000 children suffer from severe wasting, the deadliest form of malnutrition. Micronutrient deficiencies, most commonly manifested as iron deficiency anaemia, are ubiquitous across different segments of society. On the other hand, rapidly increasing overweight and obesity and associated non-communicable diseases are observed among women. Within this challenging context, UNICEF Tajikistan is at the forefront of nutrition programming in the country providing advocacy, technical and financial support to the Government of Tajikistan to reach the most vulnerable children and women. UNICEF Tajikistan Nutrition programme consists of four areas of work: 1) maternal nutrition and infant and young child feeding; 2) care for wasted children through integrated management of acute malnutrition; 3) prevention of micronutrient deficiencies; and 4) nutrition governance strengthening.

The JPO will provide critical support to the Nutrition team across its portfolios of work at national, regional, district and community levels to ensure the technical excellence and quality of programmatic work, especially covering new emerging areas of work such as adolescent nutrition, maternal nutrition and complementary feeding, while also supporting the knowledge management tasks of the Nutrition team. Overall, the funding of this position will provide much-needed support for the organization's strengthened commitment to improving the nutritional status of women and children in Tajikistan.

Purpose for the job:

The Nutrition Officer reports to the Chief of Health and Nutrition (L4) for overall supervision. The Officer provides professional technical, operational and administrative assistance throughout the programming process for the nutrition programme within the Country Programme from development planning to delivery of results, preparing, executing, managing and implementing a variety of technical and administrative programme tasks to facilitate programme development, implementation, monitoring, evaluating and reporting of results. Top three responsibilities/deliverables for the JPO include:

1. **To work alongside UNICEF and Ministry counterparts in identifying and testing new programmatic approaches to pioneering adolescent nutrition programming**
2. **To identify opportunities and operational models for multisectoral approaches to improving maternal nutrition and complementary feeding with the government and partners**
3. **To contribute to the knowledge management of the Nutrition programme across the programme portfolios to ensure improved tracking, recording, transparency and visibility of the Nutrition programme's results and a strengthened evidence base for nutrition internally and externally**

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

1. Support to adolescent, maternal and complementary feeding programme development and planning
2. Programme management, monitoring and delivery of results for adolescent and maternal nutrition and complementary feeding
3. Technical and operational support to programme implementation for adolescent and maternal nutrition and complementary feeding
4. Innovation, knowledge management and capacity building for adolescent nutrition, maternal nutrition and complementary feeding

1. Support to adolescent, maternal and complementary feeding programme development and planning
  - Conduct and update the situation analysis for the sectors relevant to nutrition for the development, design and management of adolescent nutrition, maternal nutrition and complementary feeding programming. Research and report on development trends (e.g. political social, economic, nutrition, health) for higher management use to enhance programme management, efficiency and delivery of results.
  - Contribute to the development and establishment of programme goals, objectives, strategies, and results-based planning for adolescent nutrition, maternal nutrition and complementary feeding, through analysis of nutrition needs and areas for intervention; and submission of recommendations for priority and goal setting.
  - 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, results-based planning (RBM), and monitoring and evaluation of results.
  - Prepare required documentations and materials to facilitate the programme review and approval process.

2. Programme management, monitoring and delivery of results for adolescent and maternal nutrition and complementary feeding
  - Work closely and collaboratively with colleagues and partners to discuss operational and implementation issues. Provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decision-making.
  - Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned in adolescent and maternal nutrition and complementary feeding programming.
  - Participate in monitoring and evaluation exercises, programme reviews and annual reviews with the government and other counterparts to assess programmes and to report on required action and interventions at the higher level of programme management.
  - Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verifying compliance with approved allocation, goals, organizational rules,

regulations/procedures, 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.
- Prepare regular and mandated reports for management, donors and partners to keep them informed of programme progress in adolescent nutrition, maternal nutrition and complementary feeding.

### 3. Technical and operational support to programme implementation for adolescent and maternal nutrition and complementary feeding

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

### 4. Innovation, knowledge management and capacity building for adolescent nutrition, maternal nutrition and complementary feeding

- Identify, capture, synthesize, and share lessons learned for knowledge development in various platforms and formats, including Development Coordination Councils for Food Security and Nutrition and Health, national and international conferences and fora, and academic journals.
- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results engaging adolescents, young mothers and other key stakeholders and rights holders.
- Research, benchmark and report on best and cutting-edge practices for development planning of knowledge products and systems.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

## **IV. Impact of Results**

The efficiency and efficacy of support provided by the Officer to programme preparation and planning and implementation of nutrition programmes/projects sector contribute to and accelerate the national development efforts to improve the nutritional status of adolescents, mothers, infants and children in the country and this in turn contributes to maintaining/enhancing the credibility and ability of UNICEF to continue to provide programme services to adolescents, mothers, newborn and children that promotes greater social equity in the country.

## **V. Competencies and level of proficiency required**

<p><b><u>Core Values attributes</u></b></p> <ul style="list-style-type: none"> <li>• Care</li> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Accountability</li> <li>• Sustainability</li> </ul>	<p><b><u>Core competencies skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrates Self Awareness and Ethical Awareness (1)</li> <li>• Works Collaboratively with others (1)</li> <li>• Builds and Maintains Partnerships (1)</li> <li>• Innovates and Embraces Change (1)</li> <li>• Thinks and Acts Strategically (1)</li> <li>• Drives to achieve impactful results (1)</li> <li>• Manages ambiguity and complexity (1)</li> </ul>
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<b>VI. Recruitment Qualifications</b>	
Education:	A university degree or higher in one of the following fields is required: Nutrition, Public Health, Child Development, Nutritional Epidemiology, Global/International Health and Nutrition, Health/Nutrition Research, Policy and Management, Health Sciences or other health related science field.
Experience:	A minimum of two years of professional experience in one or more of the following areas is required: nutrition, public health, nutrition planning and management and/or in relevant areas of maternal, infant and child health/nutrition at the international level and/or in a developing country context. Experience in health/nutrition program/project development in UN system agency or international organization is an asset.
Language Requirements:	Fluency in English is required. Knowledge of Russian and/or Tajik is considered an asset.