



**UNHCR TERMS OF REFERENCE
FOR JUNIOR PROFESSIONAL OFFICER (JPO) CATEGORY**
(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

DATE SUBMITTED: 09/12/2016

PART 1A - CLASSIFICATION DATA

A.1 CURRENT / OFFICIAL POSITION DATA

| | | |
|-------------------------------------------------------------------|-----------------------------------------------------|-------------------------------|
| JPO Position No.: 10021040 | | |
| JPO Position Title: Associate Nutrition and Food Security Officer | | |
| JPO Position Grade: P2 | Position Category: JPO | |
| JPO Position Location: UNHCR HQ, Geneva | | |
| Supervisor Position No: 10002186 | Supervisor Position Title: Senior Nutrition Officer | Supervisor Position Grade: P4 |

- ACTION REQUESTED -

A.2 CREATION OF JPO POSITION *(Tick as appropriate)*

A.3 REVISION OF EXISTING POSITION *(Tick as appropriate, and indicate the current, revised title)*

Change of Title Update of Duties Others *(Specify):* Transfer of ToR to new format

| | Title: | Grade | Category |
|-------|--------|-------|----------|
| From: | | | JPO |
| To: | | | JPO |

PART 1B - POSITION JUSTIFICATION

JUSTIFICATION (Creation / Revision) – *Explain below why the creation of position is needed. If the position is to be revised, explain any new contextual developments or changes in position requirements that justify the review.*

The goal of UNHCR's Nutrition and Food Security programming is to improve the nutrition and food security situation of refugees and other people of concern, and to reduce the prevalence of malnutrition (undernutrition and overweight/obesity) throughout the life cycle with a particular focus on the first thousand days.

The Global Strategy for Public Health (2014-2018) guides actions at HQ and field level. This JPO position is essential to assist in the implementation of the strategy and to contribute to the health, nutrition status and well-being of refugees and other persons of concern and to reduce morbidity and mortality.



UNHCR TERMS OF REFERENCE FOR JUNIOR PROFESSIONAL OFFICER (JPO) CATEGORY

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification ⁽¹⁾:

| PART 2A – IDENTIFICATION OF POSITION | |
|-------------------------------------------------------------------------------|---------------------------------------|
| Position No: 10021040 | Job Code ⁽¹⁾ : |
| Position Title: Associate Food Security and Nutrition Officer | Job Profile ⁽¹⁾ : |
| Position Location : UNHCR HQ, Geneva | Functional Group ⁽¹⁾ : |
| Supervisor Position No., Title & Grade: Senior Nutrition Officer, P4 10002186 | CCOG Code ⁽¹⁾ : |
| Position Grade: P4 | Category: ⁽¹⁾ : JPO |
| | <i>(1) To be completed by PCU</i> |

| PART 2B – POSITION REQUIREMENTS |
|---------------------------------|
|---------------------------------|

2.1 ORGANIZATIONAL CONTEXT. Define *the role of the position within the team, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

The Public Health Section is in the Division of Programme Support and Management (DPSM) in UNHCR Geneva. The Division interacts with the regional bureaux to provide technical support and guidance to countries and to the development and implementation of strategies and policies. The overall vision of the Public Health Section is to ensure that all refugees are able to fulfil their rights in accessing life-saving and essential health care, HIV prevention, protection and treatment, reproductive health services, food security and nutrition and water sanitation and hygiene services.

SUPERVISION: The JPO will be under the direct supervision of the manager indicated under ‘Supervisor title and position number’. The supervisor will be responsible for the performance evaluation of the JPO. The manager will also ensure that the JPO is provided a thorough induction and orientation briefing, followed by on-the-job training as well as continuous guidance for training/learning opportunities throughout the assignment. In support to the manager, the JPO Unit provides the Supervisory Guidelines upon recruitment/reassignment of the JPO.

LIVING CONDITIONS AT THE DUTY STATION

Please indicate if the following is available at the Duty Station

| | |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Housing/accommodation | Available but expensive |
| Health care | Available and good quality with health insurance mandatory |
| Educational facilities | Available |
| Security | No particular security concerns |
| Other (transports, banks, etc) | All other services and utilities function well. Living conditions in Geneva are very good with all the amenities and leisure activities one would expect from a European city. It is however an expensive city and high demand for accommodation can mean that it takes some time to find appropriate living quarters. |

2.2 FUNCTIONAL STATEMENT. *Describe the accountabilities, responsibilities and authorities associated with the position.*

Accountability *(key results that will be achieved)*

- Field support missions conducted and mission reports produced;
- Nutrition surveys supported from methodology through analysis and report finalization;
- Nutrition survey database maintained;
- Monitoring and reporting systems maintained and reports produced;
- External networks maintained and developed;
- Where appropriate and necessary, emergency missions conducted to support the field teams during nutritional crisis.

Responsibility *(process and functions undertaken to achieve results)*

- In collaboration with UNHCR field offices, under the supervision of the Senior Nutrition Officer and Senior Food Security Officer, conduct needs assessment exercises in order to establish or review the food and nutrition needs of refugees and make the necessary recommendations for program interventions.
- Support adherence to the WFP/UNHCR global MOU and related documents including on Joint Targeting of Assistance, Data Sharing and Joint Strategy on Self-Reliance and provide the necessary guidance and support to UNHCR staff and implementing partners to ensure that services delivered meet standards as set by UNHCR, WFP and the SPHERE.
- Provide technical guidance to planning of nutrition surveys at country level including review of nutrition survey protocols and results. Technical support may also be required for household needs/vulnerability assessments to guide targeting of assistance to meet basic needs.
- Facilitate the roll out of the use of mobile technology in conjunction with UNHCR SENS surveys and nutrition programme monitoring in association with UNHCR's partner, CartONG.
- Identify sectoral operational training needs and organize training, dissemination of information and establish network with relevant partners, as appropriate, to ensure well-informed staff and well-coordinated nutrition programmes.
- Enhance standardisation and use of basic nutrition and food assistance data by supporting country operations to submit data, updating and maintaining global monitoring system including UNHCR SENS database and input into UNHCR Health Information System, data analysis and analytics for wider use internally and externally.
- Review of selected country needs assessments and annual programme plans according to the UNHCR programme cycle and provide necessary inputs in liaison with other units.
- Provide input to technical strategies, update and dissemination of documents to the food and nutrition focal points.
- Contribute to the expansion of cash programming to support nutrition outcomes where possible
- Contribute to the capitalisation of experiences through development of lessons learned papers, documenting positive and negative field experiences in the area of food security and nutrition.
- Work closely with other units within the Public Health Section and agencies on joint initiatives including joint HIV and nutrition programming strategies, and enhance food security, livelihoods and targeting elements in the nutrition programme.
- Contribute to development of project proposals on identified gaps in food and nutrition activities including objectives, justification, measurable targets and reporting.
- Contribute to the internal and external reporting requirements in the area of food security and nutrition.
- Collaborate with other agencies and partners (in support of the Senior Nutrition Officer) in nutrition such the UN Standing Committee on Nutrition (SCN), Centre for Disease Control (CDC) and the Institute of Child Health amongst others.
- Participate in the IASC Nutrition and food security cluster activities as well as other related fora.

Authority *(decisions made in executing responsibilities and to achieve results)*

- In association with the Senior Nutrition Officer and Senior Food Security and Nutrition Officer, provide guidance and recommendations on the overall strategy and focus of the Nutrition and Food Security Programmes to UNHCR operations.
- In collaboration with the Senior Nutrition Officer and Senior Food Security and Nutrition Officer provide recommendations and determine quality of nutrition surveys and related needs/vulnerability assessments.
- Represent UNHCR in certain Nutrition and related Food Security meetings.

The incumbent will have more and more decision making authority as he/she gains an understanding of UNHCR programmes and policies and becomes more familiar with the ways of working. The incumbent's skills will be used to determine the speed at which certain authorities will be delegated.

2.3 REQUIRED COMPETENCIES, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.)

| <u>Code</u> | <u>Managerial Competencies</u> | <i>(Max. 4)</i> |
|---------------------------------------------|---------------------------------------------------------------|-----------------|
| 1. <input checked="" type="checkbox"/> M001 | Empowering and Building Trust | |
| 2. <input type="checkbox"/> M002 | Managing Performance | |
| 3. <input checked="" type="checkbox"/> M003 | Judgement and Decision Making | |
| 4. <input type="checkbox"/> (M004) | Strategic Planning and Vision <i>(Not applicable to JPOs)</i> | |
| 5. <input type="checkbox"/> (M005) | Leadership <i>(Not applicable to JPOs)</i> | |
| 6. <input checked="" type="checkbox"/> M006 | Managing Resources | |

| <u>Code</u> | <u>Cross-Functional Competencies</u> | <i>(Max. 3)</i> |
|---------------------------------------------|--------------------------------------|-----------------|
| 1. <input checked="" type="checkbox"/> X001 | Analytical Thinking | |
| 2. <input type="checkbox"/> X002 | Innovation and Creativity | |
| 3. <input checked="" type="checkbox"/> X003 | Technological Awareness | |
| 4. <input type="checkbox"/> X004 | Negotiation and Conflict Resolution | |
| 5. <input checked="" type="checkbox"/> X005 | Planning and Organizing | |
| 6. <input type="checkbox"/> X006 | Policy Development and Research | |
| 7. <input type="checkbox"/> X007 | Political Awareness | |
| 8. <input type="checkbox"/> X008 | Stakeholder Management | |
| 9. <input type="checkbox"/> X009 | Change Capability and Adaptability | |

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

REQUIRED. Define the *educational background*, the *relevant job experience* and the *language(s)* that are essential to perform the work of the position.

EDUCATION/QUALIFICATION: The proposed staff member should have a degree in nutrition BSc and 4 years of work experience or MSc and 2 years of work experience.

WORK EXPERIENCE: The proposed staff member should have a degree in nutrition BSc and 4 years of work experience or MSc and 2 years of work experience. The proposed staff member should have a degree in nutrition with experience/knowledge in food security, and preferably emergency situations.

SKILLS: Skills in household surveys, data analysis and data analytics are desirable the incumbent should be able to prioritize, be prepared to write reports and perform related activities, and be a good team player. He/she is expected to travel at short notice and up to 20 - 30% of the time.

LANGUAGE KNOWLEDGE

Please indicate languages required (*Official UN Languages: English, French, Spanish, Chinese, Russian, Arabic*)

- **Essential: English,**
- **Desirable: French**

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES. *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

Field experience working in emergency or development contexts as well as a solid prior experience in conducting nutrition surveys and operational research would be desirable.

2.6 TRAINING COMPONENTS AND LEARNING ELEMENTS

TRAINING COMPONENTS:

- **Mandatory training courses:**

1. Basic Security in the Field (NB: needs to be retaken every 3 years)
2. Advanced Security in the Field (NB: needs to be retaken every 3 years)
3. Protection Induction Programme (PIP)
4. UN Course on Harassment, Sexual Harassment and Abuse of Authority
5. Orientation to IPSAS

- **Recommended training courses**

Please indicate at least 1-2 training courses relevant to the particular JPO function, available through Learn &Connect platform.

Introduction to cash based programming; Public Health e-learning.

LEARNING ELEMENTS

Please indicate what the incumbent will learn during the assignment, defined in measurable results through applied skills or demonstrated competencies and specified per year.

During the assignment, the incumbent will be trained to:

- Conduct UNHCR Nutrition (SENS) surveys and manage related mobile technology
- The candidate will benefit from mandatory and optional UNHCR on line courses on Public Health, Information Security, Cash-based Programming, etc.
- The incumbent will be encouraged to learn French through opportunities to take French lessons.
- Some of the training activities will be external and some internal formal training courses. Apart from that through regular interaction with members of the Public Health Team and especially with the Senior Nutrition Officer and the Senior Nutrition and Food security Officer, the incumbent will be trained and guided in general including with interaction with other UN agencies and other partners.

It is assumed that the incumbent's technical skills in nutrition programming are strong and that no additional training on this will be needed. Additional on-the-job training in data analysis and analytics will be provided if necessary.