

UNITED NATIONS CHILDREN'S FUND
ETHIOPIA COUNTRY OFFICE
VACANCY NOTICE NO. ECO/VN- 63/2010

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
HEALTH OFFICER (ETH10085)	NOB	Awassa	Fixed-Term (FT)	12 August 2010

The United Nations Children's Fund (UNICEF), the world's leading organization working for the rights of children, is inviting applications for the this position.

PURPOSE OF THE POST

Under the close supervision of the Chief, Field Office contributes to programme planning, administration, implementation, monitoring and the evaluation of programme/project activities, including teamwork and capacity building.

MAJOR DUTIES AND RESPONSIBILITIES OF THIS POST INCLUDE:

- ✓ Collects and analyzes data for the Situation Analysis, programme/project planning, management, monitoring and evaluation purposes. Analyzes programme implementation reports and evaluates against established programme recommendations and plans of action. Prepares tables, graphs and other statistical data. Reports outcome of analysis and proposes corrective actions.
- ✓ Undertakes ongoing visits to UNICEF project sites, assesses local conditions and resources, and monitors UNICEF inputs. Communicates with local counterpart authorities on project feasibility and effectiveness including monitoring the flow of supply and non-supply assistance.
- ✓ Undertakes follow-up action on programme implementation activities, contributes to teamwork building, and prepares relevant reports. Drafts changes in programme work plans as required.
- ✓ Attends technical cooperation meetings, prepares notes and undertakes follow-up action and coordination related to programme implementation and monitoring.
- ✓ Assists in identification and selection of technical supplies and equipment.
- ✓ Maintains the computerized programme system database and submits relevant reports.
- ✓ Selects and compiles training and orientation materials for those involved in programme implementation, including donor and media visits.
- ✓ Evaluates and analyzes financial and supply reports to ensure appropriateness of documentation, expenditures are within allotments, data is consistent with PIDB. Reports to the Supervisor and/or Head of Office the outcome of reviews.

MINIMUM REQUIREMENTS:

Education requirements: University degree in one of the disciplines relevant to the following areas: Health, Public Health, Social Sciences, Health Emergency preparedness, or other relevant discipline.

Work Experience: Two years progressively responsible and relevant work experience in programme design, administration, monitoring and evaluation or related field. Field work and Emergency experience an asset.

Language requirement: Fluency in English and in the local working language of the duty station required.

Nationality: Candidates should be nationals of Ethiopia.

Competencies: Commitment, Diversity and Inclusion, Integrity, Communication, Working with people, Drive for Results, Formulating Strategies and Concepts, Analyzing, Applying Technical Expertise, Learning and Researching, Planning and Organizing.

Applications should include a motivation letter along with an updated CV and the UN Personal History Form (available at our Web site at www.unicef.org/employ). UNICEF and UN candidates should also include two recent Performance Evaluation Reports.

Please send your application to: hraddisababa@unicef.org or mail/deliver it to:

UNICEF-Ethiopia
Opposite ECA Compound
Adjacent to German House
P. O. Box 1169, Addis Ababa, Ethiopia

Quoting Job Title, Duty Station and Reference ECO/VN –63/2010. Only shortlisted candidates will be contacted.

UNICEF is a smoke-free environment. Applications from qualified women are encouraged.