

UNITED NATIONS CHILDREN'S FUND
ETHIOPIA COUNTRY OFFICE
VACANCY NOTICE NO. ECO/VN-57/2010

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
Nutrition Specialist (ETH10008)	NOC	Addis Ababa	Fixed-Term (FT)	12 August 2010
Nutrition Specialist (ETH10009)	NOC	Addis Ababa	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 these positions.

PURPOSE OF THE POST

Under the general supervision of the respective Nutrition Specialist (L-4) responsible for the planning, implementation, monitoring and evaluation of assigned programme/project(s) within the sectoral area.

MAJOR DUTIES AND RESPONSIBILITIES OF THIS POST INCLUDE:

- ✓ Contributes towards the preparation of the Situation Analysis by compiling data, analyzing and evaluating information, and writing chapters of the Analysis.
- ✓ Designs, prepares, implements, monitors and evaluates assigned programmes or specific project(s). Analyzes and evaluates data to ensure achievement of objectives and/or takes corrective action when necessary to meet programme/project objectives. Contributes to the development and/or introduction of new approaches, methods and practices in project management and evaluation.
- ✓ Prepares the sectoral documents for the Country Programme Recommendation (CPR) and Plans of Action, Country Programme Summary Sheet, and other programme documents, as required.
- ✓ Participates in inter-sectoral collaboration with other programme colleagues. Assists in development of appropriate communication and information strategy to support and/or advocate programme development.
- ✓ Undertakes field visits to monitor programmes, as well as conducts periodic programme reviews with government counterparts and other partners. Proposes and/or undertakes action on operational procedures affecting project management and implementation. Provides technical advice and assistance to government officials and other partners in the planning, implementation, monitoring and evaluation of programme/project(s).
- ✓ Meets with national and international agencies covering the management of programmes/projects. Participates in meetings with ministries responsible for programme/project review, and follows up on implementation of recommendations and agreements.
- ✓ Assists government authorities in planning and organizing training programmes. Identifies training needs and objectives for the purpose of capacity building, programme sustainability, as well as promotion and advocacy.
- ✓ Coordinates with the Operations/Supply staff on supply and non-supply assistance activities ensuring proper and timely UNICEF and government accountability. Certifies disbursements of funds, monitors and submits financial status reports to the Deputy Representative or Representative, as required.
- ✓ Participates in the development of the sectoral work plan, ensures the achievement of specific assigned objectives. Provides guidance and support to staff in meeting project objectives.
- ✓ Prepares programme/project status reports required for management, Board, donors, budget review, programme analysis, annual reports, etc.

MINIMUM REQUIREMENTS:

Education requirements: Advanced university degree in one or more of the disciplines relevant to the following areas: Public Health & Nutrition, Family and Community Health & Nutrition, Health Emergency Preparedness, or other relevant discipline(s).

Work Experience: Five years of progressively responsible professional work experience at the national levels in programme management, monitoring and evaluation, in a related field.

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, Leading and Supervising, Relating and Networking, Deciding and Initiating Action, Drive for results, Formulating Strategies and Concepts, Analyzing, Applying Technical Expertise, 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 -57/2010. Only shortlisted candidates will be contacted.

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