

Advertisement

Junior Professional Officer

Health Officer



UNICEF

**Closing Date: 31 August
2022, 11:55 pm Middle
East Daylight Time**

I General information

Title:	Health Officer
Sector of Assignment:	Health and Nutrition
Country:	Lebanon
Location (City):	Beirut
Agency:	UNICEF
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum of 3 years
Grade:	P2 step 1 in the first year, or P1 step 1, depending on the level of education and relevant working experience

Note: This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING COUNTRIES ELIGIBLE FOR THE DUTCH JPO PROGRAMME:**

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf>

For criteria see the website of Nedworc Foundation:

[Junior Professional Officer Programme - Nedworc Foundation](#)

Please read the criteria and FAQ section carefully before considering applying.

II Duties

General

The Health Officer provides professional technical, operational and administrative assistance throughout the programming process for the Health Programme within the 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.

1. Support to programme development and planning

Summary of duties:

- Conduct and update the situation analysis for the development, design and management of health related programmes. 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.

- 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.
- 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

Summary of duties:

- 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.
- 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.
- 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.
- 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

Summary of duties:

- 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.
- Provide technical and operational support to the government counterparts, including ministry of public health at central and peripheral levels, on supply chain logistics and management with regards to cold chain maintenance, supply-related capacity building (procurement, logistics, warehousing, GDP/QAC to support global benchmarking), requirement for comprehensive vaccine management (build on EVM/CIP actions).
- 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

Summary of duties:

- 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.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnerships/alliances, and support fund raising for health programmes.
- Participate in appropriate inter-agency (UNCT) on health programmes to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of health programmes/projects, and to integrate and harmonize UNICEF's position and strategies with the UNDAF development and planning process.
- 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

Summary of duties:

- Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
- Assist with oversight of research and ensure results are available for use in knowledge products.
- Participate as a resource person in capacity building initiatives to enhance the competencies of government counterparts and stakeholders with focus on supply chain management and other supply-related topics.

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have/ will be able to:

- Work collaboratively with team and build partnerships
- Programme Management
- Drive to achieve results for impact
- Communication

The JPO training programme includes the following learning elements:

- Supply and Logistic management training
- Climate Change Training
- Programme Management
- Leadership Skills
- JPO Orientation Programme – Designed towards development of professional skills and personal insights into performance and collaboration and create an understanding of how the organization functions and carries out its work around the world
- E-learning opportunities in performance management: create the conditions for high performance and development
- E-learning opportunities on basic UNICEF programme & operational strategies: assimilate UNICEF's approaches to programming and operations, thematic programme areas as well as cross-cutting functional areas

- JPO Coaching & Mentoring Programme – driven by individual needs and targeted towards insights into organizational culture and targeted training opportunities and support.
- Stretch assignments- opportunity, normally from to max of six months that goes beyond the current description and creates an opportunity to learn new skills in a different Duty Station, Division or Section
- Career Transition Programme tailored to support the JPOs in their final year with their future career aspirations
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Chief of Health and Nutrition

Content and methodology of supervision

The JPO will be under the supervision and guidance of the Chief Health and Nutrition. With continuous mentoring and career discussions, the supervisor will ensure:

Biweekly Meeting, for proper follow ups and direction

Monthly feedback, related to professional progression and career development

V Required Qualifications and Experience

Education:

Master's degree or equivalent in 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.

A first-level university degree (Bachelor's degree or equivalent) in combination with qualifying experience (at least 3 years of relevant working experience) may be accepted in lieu of an advanced university degree

Part of the candidates' academic training must have taken place in a developing country that appears on the following list of eligible countries of the Dutch JPO Programme.

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf>

Working experience:

Minimal 2 years to maximal 4 years relevant working 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.

Working experience within the UN system should not exceed 50% of the relevant working experience including UNV, UN internship and UN consultancy.

All paid work experience since obtaining bachelor's degree will/can be considered.

Languages: Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

Key competencies

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

VI Background information on Agency/Department/Section

UNICEF started to work in Lebanon in 1948 and established its office in 1950. For more than 70 years we've been working closely with the Government of Lebanon, other UN agencies, international and local NGOs, universities, and more than 100 partners to meet the needs of disadvantaged children in Lebanon.

The conflict in Syria has had a huge impact on Lebanon. Since its onset in 2011, UNICEF's response has not only expanded year by year but also changed in nature, focusing on both refugees and the host population. Responding to lifesaving needs and ensuring equal access to quality public services, the impact of our work is felt in every aspect and every sphere of society.

UNICEF's Health and Nutrition programme aims to highlight and boost ways that children and mothers can benefit from healthcare assistance and improve their diets to avoid preventable diseases.

VII Information on living conditions at Duty Station

General Information:

Located on the East coast of the Mediterranean Sea, Lebanon is at the meeting point of three continents: Europe, Asia and Africa. Lebanon's location at the crossroads of the Mediterranean Basin and the Arabian hinterland facilitated its rich history and shaped a cultural identity of religious and ethnic diversity. It has been the crossroads of many civilizations; the traces of which can still be seen today. The impact of the civilizations that inhabited Lebanon through thousands of years reached its peak in the second half of the 20th century, when Lebanon enjoyed prosperity, a free economy and the title of "Most Civilized and Democratic" country of the region. The Nature of Lebanon being distinguished from the mostly desert-countries surrounding it. Its countryside is a place of rocks, cedar trees and magnificent ruins that look down from the mountains to the sea. It is bordered by Syria to the north and east and the Occupied Palestinian Territory (OPT) to the south, while Cyprus is west across the Mediterranean Sea. At just 10,452 km² (4,036 sq. mi.), it is the smallest recognized country on the entire mainland Asian continent. Lebanon is divided into 9 governates: Beirut, Mount Lebanon, Keserouan, South Lebanon, North Lebanon, Bekaa, Akkar, Nabatieh & Baalbak-Hermel.

Lebanon is the smallest country in continental Asia with an overall 10,452 sq km geographic area. Its land boundaries total 484 km with two border countries: Israel - 81 km, and Syria 403 - km. The country has a coastline that stretches for 225 km and a narrow plain terrain known as (Bekaa Valley) which separates Lebanon from Syria. The terrain mean elevation is 1,250 meters with the lowest point being the Mediterranean Sea at 0 meters and the highest point being Qornet el Sawda at 3,088 meters. The country's climate is known to be Mediterranean (mild to cool, wet winters with hot, dry summers; the Lebanon Mountains experience heavy winter snows. Land use is reported to be 63.3% Agricultural, 11.9% Arable land; 12.3% Permanent crops; 39.1% Permanent pasture, 13.4% forest, and 23.3% other.

Security: Lebanon is a family duty station under C classification. However, there are rules and procedures that must be followed to ensure compliance at all times.

The UN Security System in Lebanon is divided into two UN area of operation. One is the southern area of the country which lies to the south of Litani River (SLR) under the responsibility of the peace keeping force (UNIFIL) according to the UN resolution 1701/2006. The rest of the country is called North Litani River (NLR).

Individual security is foremost a personal concern. It is strongly recommended that you exercise caution at all times, remain alert and follow these simple rules during your stay in Lebanon.

- Always carry a UN ID.
- Use only vetted Taxi Service (Lebanon Taxi or Allo Taxi).
- Avoid counting/displaying large amount of cash.
- Switch directions walk towards a busy area and call for help if you feel threatened.
- Avoid late night walk (alone).
- Let someone know about your whereabouts at all times.
- If confronted by a criminal; don't resist.
- Avoid Political/Religious discussions.
- Do not take pictures of individuals without permission.
- Do not take pictures of Military, Police and Govt Installations.
- Avoid confrontations as they quickly escalate.
- Be on alert when approaching your car or using an ATM - look around you for any suspicious activity
- Avoid leaving valuable personal belongings and critical document/valuable items in your vehicle especially if taken by a "Valet Parking" or in the hotel / conference room.
- Avoid being distracted. Criminals often work in pairs; one person gets your attention while the other steals your purse, wallet, or shopping bag.

UNDSS SIOC +961 33 49870, +9615428112/3, for NLR area and UNIFIL SIOC +961 79990960, +961 1926320 for SLR area, are a good source of information and security support that compliments your agency Security.

Housing: In regard to accommodation, some of the most popular areas for expats are: Downtown, Gemayzeh, Ashrafieh, Hamra, and Verdun. subject to the security situation.

For a list of UN cleared hotels across the country, please refer to Annex I: List of cleared hotels
Some of the recommended hotels: The list of hotels is revised regularly based on the re-assessment done. [Alife Apartment](#) | [Royal](#) | [Citea](#) | [Thekeybeirut](#) | Key appart hotel

It is strongly recommended to consult Admin on the draft lease, and obtain advice on conditions including applicable municipality taxes and the diplomatic clause. Note that 6 months advance rent payment is normal and often required. Particularly if you are staying for longer than 6 months. However, you will need to pay agents fees . If you want to find your own place to rent, try below links, or ask your colleagues once you have arrived. It is strongly recommended to consult Admin on the draft lease and obtain advice on conditions including applicable municipality taxes and the diplomatic clause. [Lebhotels](#) | [Propertyfinder](#) | [OLX](#) | [Welcomebeirut](#)

Nannies and House Helpers are available through professional services delivery companies that are accredited and registered. So, check the information pertaining to that service with admin

department. Link below shows an example of an accredited and registered company: Home Care Lebanon Sami El Solh Boulevard-Youssef Centre, Badaro, Beirut 01-388 344 [Homecare](#)

Schools and Childcare: Education is highly valued in Lebanon. All Lebanese schools are required to follow a prescribed curriculum designed by the Ministry of Education. It has one of the most educated and technically prepared populations in the Middle East. Below a link that will provide you with a variety of private schools in different regions in Lebanon: Higher Education Site [welcome \(higher-edu.gov.lb\)](#)

Private Schools Site

You can view the list of private universities in Lebanon by clicking on the link below:

[Private Universities](#) | [SCHOOLNET LIBAN](#) | [List of univ](#)

Work for spouses & partners: Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit must be applied for through the same hiring organization.

VIII How to apply

Interested candidates are requested to apply through UNICEF employment page:

[Vacancies](#) | [UNICEF Careers](#)

Candidates are requested to fill the application form and attach supporting documents such as:

- CV
- Cover Letter
- Educational Degrees
- Previous performance evaluations
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For further information, please contact Mae Deeb (mdeeb@unicef.org) and Omidullah Khawary (okhawary@unicef.org)

Applicants will receive acknowledgement of receipt of their submission
Only shortlisted candidates will be contacted.