



UNHCR JOB DESCRIPTION

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

Date of Classification ⁽¹⁾:08/10/2009

PART 2A – IDENTIFICATION OF POSITION

Position No : 10015154

Position Title: **Senior Public Health Officer**

Position Grade: **P-4**

Position Location : Sub-Office Dadaab, KENYA

Supervisor Position No., Title & Grade: 10008738, Head of Sub-Office(Dadaab), P-5

CCOG Code ⁽¹⁾: 1.B.06

Job Code ⁽¹⁾: 200663

Job Profile ⁽¹⁾: 00200663

Job Function ⁽¹⁾:

(1) To be completed by PCU

PART 2B – POSITION REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, describing its leadership role, if any, it's 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 Senior Public Officer will ensure that UNHCR's health programmes meet minimum international UNHCR and international standards. The incumbent plays a crucial role in programme coordination, planning, and monitoring including data analysis and evaluation, capacity-building of UNHCR personnel and partners, and advocacy, information and communication on public health-related issues.

2.2 FUNCTIONAL STATEMENT. *Focusing on the deliverables and the achievements expected from the job, describe the functions to be performed by the incumbent of the position. Describe also the engagement and the degree of relationships with clients/partners, and the impact of actions.*

1. To ensure, in close co-ordination with other humanitarian actors, that health care services provided to refugees are based on Ministry of Health, UNHCR and/or internationally recognised and most up-to-date standards and policies.
 - Ensure that national and/or internationally accepted and relevant standards and policies are applied and adapted in close co-ordination with the host country and relevant UN agencies and partners in order to guide the provision of essential health services.
 - Establish and/or adapt UNHCR internal guidelines and procedures to streamline inputs and improve efficiency of the programme activities.
 - Promote applied research and programme evaluation to enable the identification of gaps in programme implementation and standards, and to further promote evidence-based activities and guidance.
2. To facilitate a country-level coordination of health and nutrition actors, so that health and nutrition programme planning and implementation is streamlined, resources are optimally utilised and there is active participation of the government, partners including refugees and UN agencies. Effective coordination will identify gaps and overlaps in programming, address unmet needs, and orient existing activities to address priority public health issues.
3. Support Health and Nutrition Coordinators to take a lead role in co-ordinating Health and Nutrition activities and ensure that decisions are implemented as agreed upon.
 - Work with stakeholders, including UN agencies, NGO's, Ministries of Health and academic institutions for development of disease control plans associated with refugee movements (including in repatriation programmes).
 - Work closely with UNHCR programme, field and protection staff to identify priority health issues and key data requirements for programme planning and monitoring to ensure that minimum UNHCR and international standards are being met.
 - Standardise approaches to disease control related to cross-border population movements between UNHCR country offices and between UNHCR and health partners and UN bodies
 - Promote inter-sectoral co-ordination outside and within UNHCR in all matters related to health and nutrition programmes.
 - Represent UNHCR in national fora concerning refugee health and nutrition.

- Update and disseminate information materials on health and nutrition based on standard practices and policies among partners.
 - Ensure that provisions contained in the various Memoranda of Understanding between UNHCR and other organisations are applied as appropriate.
 - Ensure participant/input in periodic joint assessment mission including food, health, nutrition etc... with other UN agencies.
4. To undertake needs and resources assessments with governments and partners in order to prioritise needs and activities in the provision of services to refugees and other persons of concern to UNHCR.
 - Support country-level health focal points to define the level and scope of UNHCR involvement, expressed in terms of overall and operational objectives during emergency situations, as well as in care and maintenance and repatriation/reintegration programmes.
 - Support health focal points to participate in the review and analysis of relevant project proposals and budgetary submissions presented by UNHCR partners within the context of the UNHCR programming cycle.
 - Ensure that project plans or proposals submitted to UNHCR for funding adhere to internationally accepted standards, and are based on a comprehensive PHC strategy.
 - Maintain and update contingency plans for potential epidemics, refugee and returnee movements.
 5. To monitor and evaluate country-level health and nutrition programmes against standard UNHCR and international indicators, to ensure that programmes are evidence-based and implemented in a comprehensive and cost-effective manner.
 - Active involvement in all aspects of programme monitoring and evaluation with a main emphasis on checking levels of implementation and impact vis-à-vis resource inputs to measure cost-effectiveness and re-orient the programme as appropriate.
 - Monitor technical and financial aspects of the health and nutrition programme with emphasis on:
 - Organisation and use of UNHCR's Health Information System in order to evaluate the effectiveness of interventions.
 - Application of standard guidelines and protocols.
 - Comprehensiveness of the health and nutrition programme.
 - Use of Health Sector Monitoring Forms.
 - Apply various mechanisms and tools to ensure proper monitoring including:
 - Regular meetings, in accordance with UNHCR programming cycle.
 - Site visits.
 - Regular flow of information (reporting).
 - Conventional/non-conventional surveys and evaluation studies.
 - Meeting with health implementing partners
 - Providing technical support and guidance to implementing/operational partners where required
 - Data analysis and interpretation
 6. To support capacity building initiatives so that refugees, UNHCR and its partners acquire the needed knowledge, skills, and sense of responsibility and ownership of programmes.
 - Support health focal points to develop a training plan, organise and act as resource person in workshops and training both in-service (formal) and on the job (coaching).
 - Share with local and international partners on the ground relevant guidelines and information materials on refugee health--including reproductive health and HIV/AIDS--and nutrition.
 - Support health focal points to promote the establishment of refugee Health Committees to enable their active participation in the process of health planning, implementation, monitoring and evaluation.
 7. Perform other duties as required

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. Up to a maximum of six Functional Competencies can be selected.

<u>Code</u>	<u>Managerial Competencies</u>	<u>Code</u>	<u>Functional Competencies</u>
1. <input checked="" type="checkbox"/> M001	Empowering and Building Trust	1. TS01	Developing Technical Policies/Guidelines and Ensuring Consistency of Application
2. <input checked="" type="checkbox"/> M002	Managing Performance	2. TS02	Providing Technical Support and Advice
3. <input checked="" type="checkbox"/> M003	Judgement and Decision Making	3. TS03	Empowering Refugees
4. <input checked="" type="checkbox"/> M004	Strategic Planning and Vision	4. PG03	Forward Planning at the Point of Delivery
5. <input checked="" type="checkbox"/> M005	Leadership	5. PG04	Assessing Beneficiary Needs and Availability of Resources
6. <input checked="" type="checkbox"/> M006	Managing Resources	6. PG11	Incorporating Technical Expertise/Special Projects into Programmes
<u>Code</u>	<u>Cross-Functional Competencies</u>		
1. <input checked="" type="checkbox"/> X001	Analytical Thinking		
2. <input type="checkbox"/> X002	Innovation and Creativity		
3. <input 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 checked="" 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.

Advanced University Degree in medicine or nursing with at least Masters-level qualifications in public health;
Training / experience in nutrition; infectious diseases/tropical medicine/community medicine/anthropology/other relevant skills an advantage.

Minimum 10 years of previous job experience relevant to the function;

Fluency in English.

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.

Computer literate
Good Communication
International experience
Knowledge of French.

With the aim to achieve a gender-balanced workforce, UNHCR strongly encourages qualified women to apply.

How to Apply:

A full curriculum vitae, including nationality and references, should be sent to: UNHCR, Vacancy Management Unit (quoting ref. 10015154), case postale 2500, 1211 Geneva 2 Dépôt, Switzerland, or by fax (+41 22) 739 7322, or preferably, by e-mail: hqpe14@unhcr.org.

Closing date for receipt of applications: **18 November 2009**