

**UNITED NATIONS CHILDREN'S FUND
JD (Nutrition Cluster Coordinator)**

Duty Station: Juba	Generic JD Job No:
Section/Division: Nutrition	CCOG Code:
Position ID: Case No:SS15018	UNICEF Occu. Code:
Position Level: P-4	Classified Level:
Position Title: Nutrition Cluster Coordinator	Date Classified:
Incumbent:	
REPORTS TO: (POSITION NO. & TITLE): Chief of Field Operations # 88534	
<i>(Please attach Organization Chart. Indicate the IMMEDIATE SECTION where the post is located showing the supervisor, subordinates and all other related posts. Note only the officially approved organization chart established in the budget process will be utilized for identification of the post's position within the office structure. This is required for classification review.)</i>	

SIGNATURES		
This is to certify that contents are correct and complete and that the duties and responsibilities described are required in the organizational unit for the proper accomplishments of the functions.		
Vacant OBC Tsedeye CiRNA	Signature	Date
Chief of Field Operations		20/10/2014
Head of Section, Name & Title OBC Tsedeye CiRNA	Signature	Date
Chief of Field Operations		20/10/2014
Head of Office, Name & Title: Jonathan Veitch	Signature	Date
UNICEF Representative		21/10/14
JD Prepared Date: 16 October 2014		

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<p>JOB TITLE: Nutrition Cluster Coordinator</p> <p>JOB LEVEL: P4</p> <p>CASE # : SS15018</p> <p>REPORTS TO: Chief of Field Operations –P5 (IMIS#88534)</p> <p>LOCATION: Juba, South Sudan</p>	<p>JOB PROFILE NO.: _____</p> <p>CCOG CODE: _____</p> <p>FUNCTIONAL CODE: _____</p> <p>JOB CLASSIFICATION _____</p>
<p>PURPOSE OF THE JOB</p> <p>On behalf of UNICEF, the Country Lead Agency for the Nutrition Cluster and in support of the government, the purpose of this post is to provide leadership and facilitate the processes that will ensure a well-coordinated, strategic, adequate, coherent and effective response by participants in the sub national nutrition cluster.</p>	
<p>ACCOUNTABILITIES AND KEY END-RESULTS</p> <p><i>With the support of the Global Nutrition Cluster, the Nutrition Cluster Coordinator will be responsible for leading the Nutrition Cluster at the National level in South Sudan. The National Nutrition Cluster Coordinator's major tasks and responsibilities will include but not be limited to:</i></p> <p>General tasks:</p> <p>The post holder has joint responsibility with the UNICEF, resourcing partners and all cluster participants at the national and sub-national level for the efficient management and functioning of the sub-national nutrition cluster encompassing the following:</p> <ul style="list-style-type: none"> • Establish and maintain an appropriate humanitarian coordination mechanism • Strengthen pre-existing sectoral coordination through increased predictability and accountability • Build complementarity of partner actions: avoiding duplication and gaps • Ensure adequate resources are mobilized and are equitably allocate for the effective functioning of the cluster and its response. • Effective and comprehensive integration of relevant cross-cutting issues, including age, gender, environment and HIV/AIDs • Maintain flexibility within the cluster to respond to changes in the operating environment, evolving requirements, capacities and participation • Effectively use and transfer information to, from and between cluster participants and other stakeholders • Interact with other clusters (including through inter-cluster coordination for a), humanitarian actors, government counterparts, and relevant authorities for operational planning, engagement and active 	

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contribution of operational partners,

- Be accountable to the affected population through effective and inclusive consultative and feedback mechanisms
- Monitor performance of the core cluster functions.

Core cluster functions:

1. Supporting service delivery

- 1.1 Provide a platform to ensure that service delivery is driven by the agreed strategic priorities
- 1.2 Develop mechanisms to eliminate duplication of service delivery

2. Informing strategic decision-making of the HC/HCT for the humanitarian response

- 2.1 Needs assessment and gap analysis (across other sectors and within the sector)
- 2.2 Analysis to identify and address (emerging) gaps, obstacles, duplication, and cross-cutting issues.
- 2.3 Prioritization, grounded in response analysis

3. Planning and strategy development

- 3.1 Develop sectoral plans, objectives and indicators directly support realization of the HC/HCT strategic priorities
- 3.2 Application and adherence to existing standards and guidelines
- 3.3 Clarify funding requirements, prioritization, and cluster contributions to HC's overall humanitarian funding considerations (Flash Appeal, CAP, ERF/CHF, CERF)

4. Advocacy

- 4.1 Identify advocacy concerns to contribute to HC and HCT messaging and action
- 4.2 Undertaking advocacy activities on behalf of cluster participants and the affected population

5. Monitoring and reporting the implementation of the cluster strategy and results; recommending corrective action where necessary

6. Contingency planning/preparedness for recurrent disasters whenever feasible and relevant.

7. Accountability to affected populations

ACCOUNTABILITY

The post holder is accountable to:

UNICEF representative, who will in turn ensure that the post holder is provided with all necessary support and guidance, and that any issues that arise relating to "double-hatting" are addressed

Nutrition Cluster Coordinator who will in turn ensure that the post holder is provided with all necessary support and guidance

Sub-national Cluster participants, who will in turn ensure that they deliver on their agreed minimum commitments (see IASC Reference Module for Cluster Coordination at the Country Level, November 2012)

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- *Sub-national* Cluster coordination team members, who will in turn support the post holder in line with their terms of reference
- Inter-cluster coordination bodies established by the HCT/UNOCHA
- Affected populations through agreed mechanisms

Accountability to the country representative/cluster coordinator, cluster participants, coordination team members and inter-cluster coordination bodies will be expressed in regular review meetings.

IMPACT AND CONSEQUENCE OF ERROR

(a) Describe the type of decisions regularly made and the impact of those decisions.

Regular decision-making is an integral part of the post and decision range from programme design/work plan and budget expenditures to selection of partners.

(b) Describe the type of recommendations regularly made and why these are important.

Recommendations made are made on a regular basis to the Chief of Field Operations, Chief of Nutrition, Nutrition partners, HC, OCHA, Cluster Co-Chair, authorities, international/Local NGOs and donors based on the progress and outputs of the cluster initiatives designed to meet the objectives of the cluster coordination.

(c) Describe the most damaging error(s) that could be made in the work and the consequences they would have.

Poor or ineffective relations with contributing and implementing partners at national zonal and regional levels could lead to loss of credibility for the Cluster and donors.

Misjudgements or errors in visioning and articulating the road map for provision of adequate Nutrition response may impede effective overall programme monitoring and result in delays in reaching programme objectives.

Technical incompetence or negligence due to poor motivation/lack of technical capacity to respond to a changing programme environment could result in failure to reach even the minimum objectives of the Cluster coordination.

Mismanagement of funds and/or lack of transparency in tracking funds could result in UNICEF being blacklisted by donors

INDEPENDENCE (Describe the degree of direction or management guidance the post receives from the immediate supervisor, e.g., post acts under minimal supervision, exercises judgment, takes initiative, etc.)

The post calls for a capacity to work under minimal supervision, to exercise sound judgement but take on a high level of professional initiative, responsibility and accountability.

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GUIDELINES

- (a) Indicate which guidelines are required for performing the duties of the post (rules, regulations, policies, procedures, practices, precedents, manuals, instructions, etc.)**
- UNICEF Programme manuals and Policy Guidelines;
 - UNICEF Executive Board documents and related papers;
 - UNICEF executive, operational and programme directives (PROs and EXDs);
 - UNICEF personnel, financial, supply and administrative rules, regulations and manuals;
 - Cluster approach guidelines and terms of Reference
 - Convention on the Rights of the Child and other relevant international humanitarian and human rights law, policies and procedures;
 - South Sudan Nutrition Cluster documents
 - UN interagency common strategies/joint plans;
 - Strategic Partnership Work Plans
- (b) Describe the extent to which interpretation of, and deviation from, existing guidelines is permitted and the authority to propose or establish new guidelines.**

Post operates within rules and regulations and makes recommendations to supervisor when deviation from

COMPETENCIES

Core competencies

- Understands the rationale behind Humanitarian Reform, its main components and recent developments including the Transformative Agenda.
- Understands, uses and adapts the tools, mechanisms and processes developed as part of Humanitarian Reform
- Demonstrates commitment to Humanitarian Principles - https://docs.unocha.org/sites/dms/Documents/OOM-humanitarianprinciples_eng_June12.pdf
- Demonstrates commitment to Principles of Partnership - <http://www.globalhumanitarianplatform.org/doc00003804.doc>
- Communicates, works and networks effectively with a wide range of people to reach broad consensus on a well-coordinated response, and demonstrates leadership where required
- Thinks and acts strategically and ensures that cluster activities are prioritized and aligned within an agreed strategy
- Demonstrates commitment to the cluster and independence from employing organization
- Builds, motivates and leads coordination team

Technical competencies

Understands key technical issues for the cluster sufficiently well enough to be able to: engage with cluster

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participants; make full use of their experience and knowledge; guide strategy and plans; communicate and advocate on important issues *[include the technical field]*

Languages

The post holder should be fluent in the following languages:

- English
- Arabic is an asset

QUALIFICATIONS & EXPERIENCE

Qualifications

- Advanced University degree in nutrition or public health
- Extensive work experience relevant to this post may be considered as a replacement for formal qualifications.
- Formal training in cluster coordination is an advantage

Experience

- At least 8 years progressively responsible humanitarian work experience with UN and/or NGO, including programme management and/or coordination in the first phase of a major emergency response relevant to the cluster
- Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience.