



UNITED NATIONS CHILDREN'S FUND  
JOB PROFILE (Temporary Appointment)

**I. Post Information**

**Job Title:** Programme Officer (Beneficiary Data)  
**Supervisor Title/ Level:** Chief (Cash Transfers)/P-5  
**Organizational Unit:** Cash Implementation Unit, Sudan  
Country Office  
**Post Location:** Khartoum, Sudan

Job Level: P-2  
Job Profile No.:  
CCOG Code:  
Functional Code:  
Job Classification Level:

**II. Organizational Context and Purpose for the job**

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The past two decades have seen important progress on child rights, yet while much has been achieved, sharp disparities remain. In most countries, inequality is higher today than a generation ago, including in middle income countries where a majority of the world's poor children now live. The rapid pace of urbanization and the growing youth bulge in Africa and parts of Asia will require significant expansion of the provision of essential services for children. These challenges are compounded by the scale and complexity of crises triggered by conflict, natural disasters or epidemics. The global community faces these challenges when the political and economic environments pose challenges of their own, testing the world's commitment to protecting the most vulnerable. In this environment, strong and consistent leadership of UNICEF is critical to enable the achievement of results for children.

**Job organizational context**

Sudan is surrounded by complex conflicts in an unpredictable, volatile and rapidly evolving region. Sudan is by size the third biggest country in Africa, with a diverse population of around 42 million people. Sudan's children make up half of the total population, and the past two decades have seen their lives significantly improve: fewer girls and boys are dying before their fifth birthday, primary school attendance is increasing, immunization coverage is high and the country remains polio free. Still, millions of children continue to suffer from protracted conflict in Darfur, the Kordofans, and Blue Nile, from seasonal natural disasters, malnutrition and disease outbreaks, and from under-investment in basic social services. More than three million of Sudan's school aged children are not in the classroom. UNICEF has been in Sudan since 1952 and continues with a presence in 12 of Sudan's 18 states.

**Purpose for the job** *(Please outline the overall responsibility of this position)*

UNICEF Sudan has set up a Cash Implementation Unit (CIU) to support the country team in scaling cash operations across the country. Sudan Country Office (SCO) is looking for a Programme Officer (Beneficiary Data) responsible to provide oversight through the use of Humanitarian Cash Operations and Programme Ecosystem (HOPE) of the beneficiary personal data cycle for programmes with cash components. The incumbent will provide technical expertise on beneficiary/payee registration, verification by third party monitors, ensure the quality of targeting, coordinate data sharing with relevant data processors including Financial Service Providers (FSP),

coordination with the grievance redressal mechanisms, payment verification exercises, and coordinate the use of reporting function in HOPE.

The Programme Officer (Beneficiary Data) will ensure to uphold UNICEF Data Protection Policy while delivering timely beneficiary data management services to CIU supported programmes. The incumbent will supervise a team of national data officers in Khartoum and Field Offices who will be supporting the CIU data management function.

**III. Key functions, accountabilities and related duties/tasks** *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

**Summary of key functions/accountabilities:**

Under the direct supervision of the Chief (Cash Transfers), the Programme Officer (Beneficiary Data), P2 will:

**1. Personal Data Services Management**

- a. Provide guidance and oversight for the adequate use of Humanitarian cash Operations and Programme Ecosystem (HOPE) for UNICEF and partners.
- b. Escalate to Cash Implementation Unit Chief risks related to personal data management.
- c. Perform budget management function, monitor spending, and take corrective actions accordingly.
- d. Ensure quality of data analysis, reporting, Third Party Monitoring, Grievance Redress Mechanism and Data Protection standards.
- e. Provide oversight of personal data use for efficient and effective delivery of individual payments / cash transfers.
- f. Coordinate with interagency counterpart's data interoperability initiatives.
- g. Coordinate with UNICEF ICT/Operations team on any required technical support for roll out of HOPE.

**2. Data Management representation function**

- a. Coordinate with UNICEF Headquarters HOPE team on prioritized support.
- b. Represent data management function with external stakeholders including government counterparts.
- c. Lead UNICEF's support to the government in setting up a harmonized Management Information System for social protection programmes.
- d. Represent Cash Implementation Unit's Personal Data Management function within Sudan Country Office.
- e. Represent Cash Implementation Unit's Data Management function in external briefing.

**3. Support UNICEF partners in the use of Humanitarian cash Operations and Programme Ecosystem (HOPE) in Sudan.**

- a. Support with training relevant implementing partner staff in data collection in KoBo using standardized beneficiary registration form for HOPE, standardized post-distribution monitoring form for cash transfer programmes.
- b. Support with training relevant implementing partner staff in the use of HOPE's features, including deduplication, data changes, and recording of grievances and feedback.
- c. Oversee user roles allocation and perform capacity building on the use of HOPE with partners.
- d. Oversee data collection exercise in the field.

**4. Reporting and Third-Party Monitoring**

- a. Provide technical oversight on the Terms of Reference of the Third-Party Monitoring, participate in the assessment of technical proposals based on agreed criteria, and selection of the third party for verification of existing payees' lists.
- b. Draft processes and output monitoring reports based on data available in HOPE and Third-Party Monitoring sources.

**5. Data Protection Standards**

- a. Ensure that Cash Implementation Unit data management workstream is aligned with UNICEF Data Protection Policy
  - b. Coordinate with Headquarters technical counterparts to ensure:
    - Data Protection Impact Assessments (DPIA) are carried out with appropriate frequency on Cash Implementation Unit supported programmes.
    - UNICEF partners are trained on Data Protection and Responsible Data for Children principles.
    - UNICEF CSO and private sector partners comply with relevant data protection legal tools such as Non-Disclosure Agreements.
- 6. Efficient and effective supervision**
- a. Supervise a team of national data officers in Khartoum and Field Offices who will be supporting the Cash Implementation Unit's data management function.
  - b. Provide exemplary management and leadership, motivating and developing colleagues to perform at their best, while building diverse and inclusive teams.
  - c. Building capacity of national staff including data consultant at Country Office level and data officers at field office levels.

**IV. Impact of Results** *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

1. Risk informed project plans reflect Data Protection risks and mitigation measures
2. Beneficiary personal data are stored and maintained up to date to ensure timely delivery of cash assistance to recipients
3. UNICEF Data Protection Policy and Information security standards are upheld
4. The Data Management Team within the CIU is provided with exemplary leadership and management.

**V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)**

<p><b><u>Core Values</u></b> Care, Respect, Integrity, Trust, Accountability and Sustainability</p> <p><b><u>Core competencies</u></b></p> <ul style="list-style-type: none"> <li>• Builds and maintains partnerships;</li> <li>• Demonstrates self-awareness and ethical awareness;</li> <li>• Drives to achieve results for impact;</li> <li>• Innovates and embraces change;</li> <li>• Nurtures, leads and manages people;</li> <li>• Works collaboratively with others;</li> <li>• Thinks and acts strategically;</li> <li>• Manages ambiguity and complexity.</li> </ul>	<p><b><u>Functional Competencies:</u></b></p> <p>Leading and Supervising [I]</p> <p>Formulating Strategies and Concepts [I]</p> <p>Analyzing [II]</p> <p>Relating and Networking [II]</p> <p>Deciding and Initiating Action [II]</p> <p>Applying Technical Expertise [III]</p> <p>Communicating [I]</p>
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**VI. Recruitment Qualifications**

<p>Education:</p>	<p>Master's degree in Computer Sciences, Data Analysis, Social Science, or related field is required.</p> <p>Bachelor's degree with two additional years of work experience may be accepted in lieu of a master's degree.</p> <p>Relevant professional training in the relevant field is a strong asset.</p>
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Experience:	2 years of professional work experience of data or humanitarian program/project management experience, including with multiple stakeholders. Experience in emergency contexts highly desirable.
Knowledge and skills	<ul style="list-style-type: none"> <li>• Experience in implementing humanitarian cash transfers programme.</li> <li>• Experience in Beneficiary Data system for humanitarian cash transfer at field level</li> <li>• Experience in business operation environments with a proven track record of interfacing with multiple stakeholders (internal and external) and successful project completion.</li> <li>• Experience in working with UN agencies (UNICEF experience preferred) at interagency level</li> <li>• Detailed knowledge of the Project Lifecycle and fluency in project management methodologies.</li> <li>• Experience collaborating across multiple functions and working with operational subject matter experts, technical resources and architecture teams.</li> <li>• Excellent communication &amp; presentation skills (written &amp; verbal) across multiple audiences with the ability to influence others while working in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.</li> <li>• High motivation, and dedication to deliver results within strict timeframes.</li> <li>• Experience supervising data management staff.</li> </ul>
Language Requirements:	Fluency in English is required. Knowledge of Arabic is an asset

<b>VII. Signatures- Job Description Certification</b>		
Name: Mandeep O'Brien	Signature	Date 02.11.2022
Title: Representative		