



**UNITED NATIONS CHILDREN'S FUND
SOCIAL POLICY OFFICER**

I. Post Information

Job Title: **Social Policy Officer**
Supervisor Title/ Level: **Social Policy Specialist
(Social Protection and Cash Transfers) Level 3**
Organizational Unit: **Programme/Social Policy**
Post Location: **Bamako, Mali**

Job Level: **NOB**
Job Profile No.:
CCOG Code:
Functional Code: **SOC**
Job Classification Level: **Level 2**

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 programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children, young people and their families, translates this commitment to children's rights into action. For UNICEF, equity means that all children and adolescents have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity and social inclusion is so vital. It accelerates progress towards realizing the human rights of all children and adolescents, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context:

In Mali, the Social Policy Officer Data and Management Information System [MIS]) reports to the Social Policy Specialist (Social Protection and Cash Transfers), in the Social Policy section in charge of the programme portfolio composed by the following elements: social protection, shock responsive social protection, disability inclusive and gender transformative social protection, and humanitarian cash transfers. Key cross-cutting thematic areas have been identified in the Mali programme namely, early childhood development, adolescents and youth, and climate change.

Purpose for the job:

Under the overall guidance of the Chief Social Policy and direct supervision of the Social Policy Specialist (Social Protection and Cash Transfers), the Social Policy Officer is accountable for: (1) managing, processing and analyzing personal data; (2) providing technical assistance to support the Unified Social Registry (RSU); (3) providing technical assistance to develop and deploy MIS for social protection programmes; and (3) managing UNICEF's HOPE system.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Strengthening social protection systems and impact for children

- **Support to the Unified Social Registry (RSU) Action**
 - a. Regular collaboration with the authorities in charge of the Unified Social Registry to ensure that UNICEF's social policy interventions are aligned with the objectives of centralizing beneficiary data.
 - b. Coordinate and monitor requests for adjustments to the RSU questionnaire within the framework of UNICEF interventions.
 - c. For joint projects with Malian authorities, ensure that UNICEF beneficiary data is transmitted to the RSU in accordance with the bilateral agreement with the RSU.
 - d. Respond to technical support requests from designated RSU focal points.
- **Technical assistance for the development and deployment of management information system (MIS) for social transfer programmes**, including:
 - a. Quality control and assurance throughout the development and testing process of the MIS for social protection programmes.
 - b. Technical assistance to the Government during the system deployment and management:
 - c. Identification and analysis of capacity-building needs of government partners in system management.

2. Personal Data Services Management

- Provide guidance and oversight for the adequate use of the Humanitarian Cash Operations and Programme Ecosystem (HOPE) for UNICEF and partners.
- Escalate to management risks related to personal data management
- Ensure quality of data analysis, reporting, Third Party Monitoring (TPM), Grievance and Redressal Mechanisms (GRM) and data protection standards
- Provide oversight of personal data use for efficient and effective delivery of individual payments / cash transfers
- Coordinate with interagency counterpart's data interoperability initiative
- Improving data on child poverty & vulnerability for increased use for policy and programme action
- Supports the collection, analysis and user-friendly presentation of data on multidimensional and monetary child poverty, including strengthening national capacity to collect routinely, report and use data for policy decision-making.
- Provides timely, regular data-driven analysis for effective prioritization, planning, and development; facilitates results-based management for planning, adjusting, and scaling-up specific social policy initiatives to reduce child poverty.
- Analyzes the macroeconomic context and its impact on social development, emerging issues and social policy concerns, as well as implications for children, and proposes and promotes appropriate responses in respect of such issues and concerns, including government resource allocation policies and the effects of social welfare policies on the rights of children.

3. Data Processing and Analysis

- Write, manage, and update scripts in python and other relevant language to consolidate, parse, clean and prepare external personal data sources for import in HOPE.
- Consolidate different data sources such as KoBo registration surveys, RapidPro surveys, payment records, post-distribution monitoring (PDM) surveys and other monitoring data (grievance and feedback data, etc.) for the purpose of data analysis and data comparison, including longitudinal comparisons
- Detect individual record flagged as error upon import in HOPE and perform adequate correction based on programmatic instructions

- Spot check and ensure quality of data stored in HOPE and in other digital platform for the case of programmatic non personal data.
- Perform advanced statistical analysis for report writing

4. Data Protection Standards

- Ensure that Personal Data management workstream is aligned with UNICEF Data Protection Policy
- Coordinate with HQ technical counterparts to ensure timely arrangement and signature of Non-Disclosure Agreements (NDAs) with UNICEF's implementing partners, financial service providers and other entities who will require access to personally-identifiable information on UNICEF beneficiaries
- Ensure that UNICEF partners comply with relevant data protection legal tools such as Non-Disclosure Agreements and are trained on Data Protection and Responsible Data for Children principles.

IV. Impact of Results

The efficient and effective technical support provided to the development and implementation of strategic advocacy and planning & formulation of social policy programmes/projects and the achievement of sustainable results, contributes to achievement of goals and objectives to create a protective environment for children and thus ensure their survival, development and well-being in society. Achievements in social policy programmes and projects in turn contribute to maintaining/enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social inclusion in the country.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies (For Staff without Supervisory Responsibilities) *

- 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. Recruitment Qualifications

Education:	A university degree in Information Systems Management, Information Technology, Computer Science, or other relevant disciplines.
Experience:	Required: <ul style="list-style-type: none"> • A minimum of 2 years of experience in managing personal data.

	<ul style="list-style-type: none"> • Experience in supervising software implementation and understanding technical requirements. • Proficiency in database software (Ms Access, Excel, and MySQL). • Proficiency in programming languages such as Python, Visual Basic, ASP.net, VBScript, JavaScript, PHP, ExtJs/GXT, and C#. • Experience using mobile data collection applications such as OpenDataKit Suite (ODK) and Kobo Toolbox, including form programming and bug fixing. • Experience using GIS software such as ArcGIS and online application • Experience using Application Programming Interfaces (APIs). • Experience using online data consolidation servers. <p>Asset:</p> <ul style="list-style-type: none"> • Relevant professional experience in software design and computer science is an asset. • Knowledge and experience in developing management information systems for social protection programmes is an asset. • Knowledge and experience in working with Government MIS is an asset. • services like Google's App Engine (Google Docs, Forms, Maps, etc.) is an asset. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience working with United Nations agencies (preferably UNICEF) is desirable
Language Requirements:	Fluency in French and good knowledge of English are required Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset.