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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNICEF**  **United Nations Children’s Fund**  **Specific Job Profile** |  |

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| **I. Post Information** | |
| **Job Title:** Management Information System Officer  **Supervisor Title/ Level:** ICT Manager – P4  **Organizational Unit:** PMU, Yemen Country Office  **Post Location:** Yemen CO, O/P Amman Jordan | **Job Level:** NO-2  **Job Profile No.:**  **CCOG Code:**  **Functional Code:**  **Job Classification Level:** (For non GJP) |

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| **II. Organizational Context and Purpose for the job** |
| UNICEF is a leading humanitarian and development agency working globally for children rights. Child rights begin with safe shelter, nutrition, protection from disaster and conflict and traverse the life cycle. UNICEF strive to ensure that all children are born alive, stay safe and keep learning.  With the protracted crisis in Yemen and the growing humanitarian needs of children and families in Yemen, UNICEF is strengthening its cash-based response to respond to their needs. The Emergency Cash Transfer Project (ECTP) targets 1.5 million vulnerable beneficiary cases (over 9 million people) across all Yemen districts and governorates with unconditional cash transfers in response to the socio-economic crisis. The ECTP is being rolled out nationally by UNICEF as the executing agency, with funds and technical assistance from the World Bank through the International Development Association. UNICEF has established a Project Management Unit (PMU) with staff members operating in Yemen and Jordan, to oversee the implementation. Thanks to the project success, established networks and protocols, PMU is now implementing other cash and voucher initiatives.  Cash initiatives require the implementation of Management Information System (MIS) solutions that support the necessary emergency payment delivery functionality and ensure the security of beneficiary data. The solutions rely heavily on technology and use agile methodology and open source, i.e., cloud IaaS, Linux (CentOS), Postgres, JEE, Spring, JSF, ElasticStack and DevOps. The poor ICT infrastructure in Yemen and especially the challenges in terms of connectivity, required the use of a distributed solution running mobile-MIS that replicate the deltas to cloud based IaaS main-MIS.  **Purpose for the job:** The purpose of this engagement is the maintenance, upgrade and full operation of the MIS Database and the BI Tools in addition to the supervision of the data management team. |

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| **III. Key functions, accountabilities and related duties or tasks** |
| Summary of the key functions, accountabilities and related duties or tasks include:   1. **Handle BI requirements:** Meet the project and perform data analytics; 2. **Manage BI tool and Lead Data Management Team:** Fully functional BI Tool with automated reports and dashboards; 3. **Complement and update all documentation:** Meet software development best practices quality standards; 4. **Any other related tasks.** |
| 1. **Handle BI requirements:**    1. Ensure that the design and operation of the BI solutions are appropriate to meet the information and decision support requirements;    2. Provide analytical support leadership in development and continuous refinement of business intelligence;    3. Provide expertise in data analysis to PMU team members;    4. Provide ad hoc data analysis for internal and external users;    5. Analyze data to identify business problems and provide solutions. |
| 1. **Manage BI tool and Lead Data Management Team:**    1. Maintain the existing database and BI systems;    2. Guide team development efforts towards successful project delivery;    3. Build reliable, user-friendly data visualization, dashboards and reports to monitor key metrics and proactively provide insights and/or solutions based on observed trends;    4. Collaborate with other team members to frame business questions, determine analytic approaches, and turn data into insight and insight into actionable decisions;    5. Work with the Data Management team and Software Development team to ensure data accessibility, security, coverage, and quality; |
| 1. **Complement and update the technical documentation to meet quality standards:**    1. Ensure all transferred items are complete with related documentation    2. Complement and enhance database, code and technical documentation to meet quality standards. |
| 1. **Any other related tasks:**    1. Perform any related tasks requested by the direct supervisor or senior management. |

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| **IV. Impact of Results** |
| ICT underpins UNICEF entire operations, ICT is the backbone for the delivery of results. This role enable the provision and operations of Emergency Cash Transfers in Yemen in timely, secure and safe manner and in turn enable UNICEF to meet the goals as stated in the Country Programme Document, work plans and project charter.  Any failures will affect the office daily operations and likely, the counterparts and implementing partners. Failures may as well, affect UNICEF ICT environment globally and possibly have legal or financial repercussions and potentially affect UNICEF brand and reputation. |

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| **V. Competencies and proficiency (level) requirement:**  (based on UNICEF [Competency Framework](https://intranet.unicef.org/dhr/dhrsite.nsf/96054cb61a0f902885256fd9004dda04/e2683bc695cee3ce85257a63006b380d?OpenDocument), listed in alphabetical order) | |
| **Core Values:**   * Commitment * Diversity and inclusion * Integrity   **Core competencies:**   * Communication (2) * Drive for results (2) * Working with people (2) | **Functional Competencies**:   * Analyzing (2); * Applying Technical Expertise (3); * Formulating Strategies and Concepts (2); * Leading and Supervising (1); * Planning and Organizing (2) |

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| **VI. Qualifications** | |
| **Education:** | Advanced university degree in computer science, software engineering, information technology related areas. Professional BI or software development certification is an asset. *Note that first degree and relevant experience of more than 4 years will also be considered in lieu of advanced degree.* |
| **Experience:** | Minimum 3 (3) years of relevant professional experience in Software Development and Data management with experience in CentOS Linux, Postgres DB or other relational Database, SQL Queries, and Business Intelligence tools, preferably Elastic Stack (Elastic Search, Logstash, and Kibana) in large national or international entities.  Ability to work with a team as well as independently in a multi-cultural and gender-sensitive environment. |
| **Languages:** | Fluency in English is required. Knowledge of another official UN language is an asset. |

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| **VII. Certification** | | |
| **Supervisor**  Name: | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |
| **Head of Office**  Name: | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |