Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	ESAR
Category:	NO (National Officers)	Country:	South Sudan
Reason for Classification:	Establishment of a new post	Duty Station:	Juba
Level:	NOC	Office:	Juba
Title:	Planning, Monitoring & Evaluation Specialist	Section:	PMER
Title Information in Parenthesis:		Unit:	Programme Effectiveness
CCOG Code:	1M05	Case Number:	
UNICEF Code:	RPM	Post Number:	119488
		Classified Date:	11/4/2026

Organizational Context:	The Planning, Monitoring & Evaluation Specialist is based in the UNICEF South Sudan Country Office within the Programme function and reports to the Chief of Planning, Monitoring, Evaluation and Reporting (PMER). The South Sudan Country Office operates in a complex and predominantly humanitarian environment characterized by conflict and displacement, climate shocks, disease outbreaks, economic fragility and acute food insecurity. These conditions require UNICEF to maintain life-saving humanitarian assistance while simultaneously strengthening national and subnational systems and building greater resilience for children and communities
Purpose of the Job:	The position will provide professional technical, operational and administrative assistance throughout the planning, monitoring, evaluation process preparing, executing, managing and implementing a variety of technical and administrative tasks to contribute to evaluation planning, implementation, oversight and reporting to ensure that evaluations are carried out according to schedule and that results and recommendations are implemented and followed up.
Key functions, accountabilities and related duties/tasks:	1. Setting Standards for Programme performance planning and monitoring - Provide technical support as necessary to the process of developing and monitoring Annual Work Plans, including reporting on progress of the equity and gender marker as outlined in the Programme Policy and Procedures Guidance. - Provide technical support as necessary in organizing and managing annual/mid-year/mid-term/end term country programme reviews ensuring consistency with objectives and goals set out in the CPD and contribute to the Annual Management Plan. - Provide technical support to the development of new Country Programme Documents, including coordinating the overall process and stakeholder consultations, facilitating strategic prioritization and the development of theories of change, and contributing to the drafting and quality assurance of the Country Programme Document and related programme documentation. - Lead the analysis and visualization of programme performance data using advanced analytical tools, including the development and maintenance of dashboards, scorecards and other management information products to identify trends, monitor results and inform timely management decision-making. - Monitor follow-up actions based on management decisions resulting from Country Office

performance monitoring and evaluation.
- Support the programme components to effectively monitor and report on the intersectoral programme results, cross-sectoral programme component results and field office results to facilitate programme coherence and convergence where appropriate.
- Contribute to development of programme monitoring framework for the learning zones including technical backstopping to the field team for convergent programming.
- Provide technical support to programme sections to effectively monitor and report on the intersectoral programme results.

2. Support the preparation of the integrated monitoring and evaluation plan (IMEP)
- Participate in evaluation planning and discussions and support the development and completion of IMEP through research, collection, analysis and reporting of evaluation related information/data to facilitate integrated evaluation planning and priority and goal setting.
- Provide technical and operational support throughout the evaluation process by executing/administering a variety of technical, operational and administrative transactions, preparing related materials/documentation and complying with organizational processes and management systems, to support evaluation results-based planning (RBM) and monitoring and assessing results.
- Prepare required documentations/materials/data to facilitate evaluation planning, implementation and reporting.

3. Support implementation of evaluations
- Draft and/or develop terms of reference for external consultants and initiate the recruitment process to ensure the timely selection and recruitment of evaluators. Manage the various processes of assessing and/or selecting consultant and evaluation teams to facilitate the recruitment/selection process.
- Organize materials, briefings and all required administrative arrangements to ensure external consultants are provided with appropriate and comprehensive information to start and continue effectively and efficiently the conduct of evaluations.
- Keep abreast of evaluation progress to proactively meet the evaluators' need for information or other related issues to ensure delivery of results as scheduled and allocated.
- Support the evaluation budget preparation. Monitor and verify the use of resources for compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on critical issues/findings to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Collect and maintain roster of qualified evaluators and firms, ensure continued update, verification and quality assessment of their suitability for evaluation projects. Develop and maintain an effective system for dissemination of the roster for easy access.
- Prepare timely analytical documents highlighting critical areas for management progress monitoring, oversight and action.

4. Dissemination and follow up of evaluations
- Consult stakeholders to seek clarification and/or validate findings from draft and final evaluation reports and report on feedback to facilitate timely action.
- Upload/disseminate completed evaluation reports into Global Evaluation Data base to allow global sharing and final quality review.
- Upload each approved management response in the tracking systems and monitor quarterly update and produce analytical reports for management action and decision on implementation of evaluation agreed actions/recommendations.
- Actively follow up with stakeholders on the implementation of evaluation results. Provide appropriate technical support to facilitate implementation and/or report to relevant stakeholders to ensure time action to ensure the implementation of evaluation results.

5. Networking and partnership building
- Provide technical and operational support to a wide range of stakeholders and evaluators on UNICEF and UNEG policies, practices, standards and norms.
- Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate evaluation and build their capacity for evaluation planning and implementation.

- Participate in appropriate inter-agency (UNCT) meetings/events on evaluations to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation and to integrate and harmonize UNICEF position and strategies with the UNDAF development and planning process.

6. Innovation, knowledge management and capacity building
- Identify, capture, synthesize and share lessons learned from evaluations for integration into broader knowledge development planning and management efforts.
- Research and report on best and cutting-edge practices for development planning of knowledge products and systems for evaluations.
- Participate as resource person in capacity building initiatives to enhance the competencies of stakeholders.

7. Leadership and management of assigned personnel.
- Manage and supervise assigned team members, including setting clear work objectives and performance expectations, allocating and monitoring assignments, providing regular feedback, coaching and professional development support, and fostering an inclusive, accountable, and high-performing team.

Impact of Results:

The position has country-office-wide responsibilities for programme planning, monitoring and evaluation, provides technical advice and quality assurance, supports evaluations and data analysis, builds the capacity of Country and Field Offices, liaises with senior Government counterparts, and provides leadership to assigned personnel.

Competencies and level of proficiency required:

Core Values:
Care
Respect
Integrity
Trust
Accountability
Sustainability

Core Competencies:
Nurtures, Leads and Manages People (1)
Demonstrates Self Awareness and Ethical Awareness (2)
Works Collaboratively with others (2)
Builds and Maintains Partnerships (2)
Innovates and Embraces Change (2)
Thinks and Acts Strategically (2)
Drive to achieve impactful results (2)
Manages ambiguity and complexity (2)

Recruitment Qualifications:

Education requirement: An advanced university degree in development studies, economics, public policy, statistics, social sciences, programme planning, monitoring and evaluation, or another relevant field is required.

Experience required: A minimum of five years of progressively responsible professional experience in strategic programme planning, results-based management, programme monitoring, evaluation, data analysis and performance reporting is required.

Relevant professional experience in a fragile, conflict-affected or humanitarian setting is required.
Demonstrated experience supervising and managing a team is highly desirable.
Specialized postgraduate training or professional certification in a relevant area is an asset.
Experience developing and applying results-based planning and monitoring tools, including results frameworks, theories of change, indicators, workplans, and management performance reports is required.
Experience analyzing complex quantitative and qualitative data and presenting findings through dashboards, scorecards, strategic briefs, and practical recommendations for senior management is required.
Advanced proficiency in Microsoft Excel and at least one data-analysis or visualization

	platform, such as Power BI, Tableau, SPSS, Stata or R is required. Experience providing technical quality assurance for evaluations, assessments or research, and coordinating planning, monitoring or evaluation processes with government institutions, UN agencies, development partners and civil society organizations is required. Experience with UN or UNICEF programming processes, decentralized programme delivery, humanitarian performance monitoring or oversight of programmes implemented through partners is highly desirable. Language requirements: Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.
Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:	No
Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	No
Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:	No
The selected candidate for this position will be required to engage with vulnerable children:	No
Competencies and level of proficiency required:	
Recruitment Qualifications:	

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