



**UNITED NATIONS CHILDREN'S FUND  
(SPECIFIC) JOB PROFILE**

**I. Post Information**

Job Title: **Planning & Monitoring Officer**  
Supervisor Title/ Level: **Programme Manager**  
**NOD**  
Organizational Unit: **Programme**  
Post Location: **Paraguay Country Office**

Job Level: **Level 1**  
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 equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children 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 child 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 is so vital. It accelerates progress towards realizing the human rights of all children, 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:**

UNICEF Paraguay operates in a dynamic upper middle income country context marked by persistent inequalities, emerging social challenges, and opportunities for systemic reform. The Country Office implements an integrated and equity-focused programme aligned with national development plans and priorities, and the UNICEF Strategic Plan 2026-2029.

The United Nations Children's Fund Cooperation Programme 2025-2029 with the Government of Paraguay, is organized around four key components: health and nutrition – including water, sanitation and hygiene (WASH), climate crisis change and disaster risk reduction – education, protection against all forms of violence, and social inclusion, including response in situation of emergencies.

Operating through a mix of upstream policy engagement and subnational interventions, UNICEF Paraguay works in close coordination with government counterparts, civil society, the private sector and UN partners. With a strong focus on early childhood development, adolescent well-being – with particular focus on girls-, public investment for children, social protection, , and community resilience, the office structure promotes intersectoral collaboration, decentralized integrated programme delivery, and results-based management. It relies on strategies such as evidence-based advocacy to influence public policy and decision-making that favor children,

strengthening the capacities of government and civil society institutions, the promotion of protective and healthy social practices and norms, together with the promotion and application of innovation, climate crises and disaster risk reduction with focus on children.

The Planning & Monitoring Officer contributes to achieve the expected results supporting the implementation of the Country Programme, through its quality planning and monitoring work.

**Purpose for the job:** The Planning & Monitoring Officer reports to the Programme Manager NOD for supervision. Under the guidance of the supervisor, the Planning & Monitoring Officer provides professional technical, operational and administrative assistance throughout the programme design, planning, implementation and monitoring process, in support of programme goals and objectives. This includes preparing, executing, managing and implementing a variety of technical and administrative tasks to contribute to planning, implementation, monitoring, oversight, data and information management and reporting to ensure that programmes are carried out and monitored according to national workplans. It also includes contributing to the monitoring and analysis of the situation of children's rights, supporting the regular generation and use of disaggregated data and evidence to inform policy and programming, and strengthening national capacities for child rights monitoring.

### III. Key function, accountabilities and related duties/tasks

#### Summary of key functions/accountabilities:

1. **Situation Monitoring and Assessment**
2. **Programme Performance Monitoring**
3. **Optimum Use of Programme Funds**
4. **Integrated Monitoring, Evaluation and Research Plan (IMEP) and Knowledge Management**
5. **Corporate Planning and Reporting Related Tools and Processes**
6. **Data and Analytics Functions**
7. **Partnership, Coordination and Collaboration**

#### **KEY ACCOUNTABILITIES and DUTIES & TASKS**

*Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.*

1. **Situation Monitoring and Assessment**
  - Support analysis and management of baseline information on national statistics and key indicators through established databases for easy access and use.
  - Prepare country-level statistical summaries on children's and women's human rights issues and support inputs to global reporting obligations (SDGs, CRC, CEDAW).
  - Assist in consolidating Strategic Plan and CSI indicator data and support basic quality-assurance checks.
  - Conduct initial quantitative and qualitative analysis of results reported during mid/end-year processes (EYSN, RAM) and prepare draft summaries.
  - Support preparation of information necessary for UNICEF reporting and advocacy related to children's rights.
  - Compile early-warning-related data and prepare summary notes to support supervisors in programme adjustments.
2. **Programme Performance Monitoring**
  - Assist in identifying and tracking programme performance indicators as part of annual

and multi-year monitoring processes (IMEP, AMP, Work Plans).

- Support maintenance of monitoring systems and tracking of annual programme indicators, including gender marker and partnership-related indicators.
- Compile standardized data from field visits to feed into programme performance monitoring.
- Maintain follow-up logs on actions arising from monitoring and evaluation processes.
- Compile monitoring information for sections and prepare draft inputs for management reports.
- Assist in preparing summaries related to programme relevance, efficiency, effectiveness, and sustainability using predefined templates.

### **3. Optimum Use of Programme Funds**

- Assist in monitoring programme implementation to ensure compliance with allocations and priorities.
- Track expenditures related to monitoring, data, and child rights activities and prepare routine expenditure summaries.
- Suggest basic adjustments based on expenditure tracking to support efficient use of programme funds.
- Provide preliminary support in identifying small-scale fundraising opportunities linked to data and capacity-building needs.

### **4. Integrated Monitoring, Evaluation and Research Plan (IMERP) & Knowledge Management**

- Support the supervisor in drafting and updating IMERP activities in alignment with established priorities.
- Assist in ensuring that IMERP data-collection activities follow defined schedules and formats.
- Maintain Country Office SharePoint sites related to planning, monitoring, data, analytics and knowledge management (EYR, PMT, ROMP, CP planning, QA documentation)

### **5. Corporate Planning and Reporting Related Tools and Processes**

- Support staff in the basic use of mandatory planning and reporting tools (eWP, FMM, CPX, RAM, PIDB coding).
- Monitor compliance with tool requirements and flag issues to the supervisor.
- Serve as a first-line support contact for routine queries from CO sections and liaise with RO when needed.
- Assist with coordination of MICS communication between CO, RO and HQ.

### **6. Data and Analytics Functions**

- Assist in updating and adapting simple automation tools or Excel-based analytical templates under guidance.
- Support preparation of dashboards, charts, and infographics using established tools.
- Compile and summarize data for literature reviews and routine analytics to support programme planning and advocacy.
- Provide basic data analysis to support prioritization and reporting.

### **7. Partnership, Coordination and Collaboration**

- Assist in coordinating with internal and external partners involved in data collection and monitoring.
- Support documentation of partner meetings and follow-up actions.
- Maintain routine collaboration with RO, HQ, Centers of Excellence, and UNCT groups by preparing meeting inputs and updating shared files.
- Provide initial technical inputs for discussions on children's rights monitoring under supervisor guidance.

## IV. Impact of Results

The efficiency and efficacy of the functions performed by the Planning and Monitoring Officer contribute to the successful planning, monitoring and reporting efforts that in turn result in improved Country Office and national stakeholders' development planning, performance and achievement of concrete and sustainable results.

The impact of the actions affects the quality of services, efficiency of processing and delivery in support of the Country Programme.

## 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)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

## VI. Recruitment Qualifications

Education:	A University Degree in economics, statistics / applied mathematics, political science / international relations, public administration, sociology, anthropology or other social science field is required. Postgraduate studies on Research Methodology in Social Sciences and/or similar, is considered an asset.
Experience:	A minimum of 1-year professional experience in management of social development analysis and programming at the international and/or in a developing country is required.

	<p>Experience in project planning and management required. Relevant experience in program/project planning, monitoring and evaluation in a UN system agency or organization is an asset.</p> <p>Background / familiarity with emergency is considered and asset.</p>
Language Requirements:	<p>Fluency in Spanish and English is required. Knowledge of another official UN language (Arabic, Chinese, French or Russian) is an asset.</p>

## VII. Skills

- The nature of decision-making is primarily choosing methods of work and prioritizing project activities in accordance with the established workplan. Regularly make recommendations to the supervisor on appropriate courses of action regarding intervention adjustments.
- Work requires understanding of principles and technical knowledge, skills, acquired through formal training at the university level.
- Conduct research, data collection & analysis requiring analytical / conceptual thinking and organization skills at a professional level.
- The work requires evaluation and analysis of programme implementation, with basic professional technical input into programme design, implementation, evaluation, data analysis and progress reporting, with focus in children's rights and including RBM.
- Provide briefings, trainings, support and/or guidance to programme team and others, requiring communication and presentation skills, human relations skills and teamwork.
- The decisions and recommendations are primarily based on interpretation of rules, procedures and methods.
- Draft correspondence, reports for signature of supervisor, requiring professional writing and reporting skills.
- Identify fundraising opportunities and key strategic partnerships and alliances.
- Proactively look for opportunities to strengthen the capacities of the team.
- Experience in SAP/BMI is an asset