I. Post Information

| Job Title: UNCCS Field Beneficiary Data System Specialist (Humanitarian Cash Transfer) | Job Level: P3 - TA |
| Supervisor Title/ Level: Beneficiary Data System Specialist –P4 | Job Profile No.: |
| Organizational Unit: EMOPS-HPS | CCOG Code: |
| Post Location: Geneva-CH | Functional Code: |
| | Job Classification Level: |

II. Strategic office context and purpose for the job

**Strategic office context:**

To achieve better results for children, in a more efficient and effective way, UNICEF has recently initiated the mainstreaming and scale up of the use of Humanitarian Cash Transfer (HCT) across the organization and has become a priority area of work under UNICEF’s strategic plan.

The UNICEF Humanitarian Cash Transfers (HCT) team in the UNICEF office of emergencies (EMOPS), in close collaboration with the division of financial and administrative management (DFAM), Supply Division (SD), Programme Division (PD) and Information, Communication and Technology Division (ICTD) has been supporting the mainstreaming of the use of HCT in the organization. The current HCT scale up plan focuses on various work streams: (i) Interdivision coordination, (ii) Field support, (iii) Capacity building, (iv) Partnership and Interagency Collaboration, (v) Management Information Systems and (vi) Knowledge Management.

As part of UNICEF’s commitment to scale the use of HCT, UNICEF has been strengthening its HCT related inter-agency collaboration framework. To that end, the UN Common Cash Statement was formalized in December 2018 by the four principals of UNICEF, OCHA, UNHCR and WFP to commit to a common cash systems wherever possible in order to maximize efficiency and effectiveness gains. It builds on the recognition that cash assistance can contribute to reform the humanitarian sector, while offering a modality to agencies to better serve affected populations in a principled and dignified manner. The statement is also informed by a growing need to improve complementarities, synergies and accountabilities between UN agencies’ efforts. Under the UNCCS, three pillars were established: Payment mechanism, Data management and coordinated design and field implementation. Seven focus countries (Bangladesh, Niger, Central African Republic, Yemen, DRC, Afghanistan, Ecuador) were identified. To that end, UNICEF is strengthening its capacity to provide dedicated technical UNCCS field support to country offices.
In light of the investments required to implement a common system, where agencies having distinct mandates and operational procedures come together, UNICEF is setting up a field support dedicated UNCCS team – within the HQ HCT team - the seven UNCCS focus country offices, as well as to contribute to maximize common efforts and synergies where new emergencies which may arise.

The UNICEF UNCCS team will be based in Europe and will be composed of four staffs. This job description describes the function of the P4 beneficiary data specialist.

**Purpose for the job:**

The position will support at UNICEF country office level, the implementation of the UN Common Cash System Data workstream activities, by providing in country and remote technical support.

The data specialist functions will also contribute to raise the organization profile on beneficiary personal data management (data protection, collection, processing, storing and exchange).

**Job organizational context**

This position is located in the Office of Emergency Operations (EMOPS), outposted in Geneva, Switzerland. The incumbent works under the direct and daily supervision of the EMOPS HCT beneficiary data system specialist, in the Humanitarian Policy Section, and under the overall coordination provided by the HCT coordinator to the whole UNCCS team. The incumbent will also work in close collaboration with the internal HCT data team and UNCCS stakeholders.

### III. Key functions, accountabilities and related duties/tasks:

This position is a roving position i.e. 75% of the position time is expected to be spent on missions.

**Data system design and support**

Support Country Offices in developing solid data management models for humanitarian cash transfer, including population data, targeting methodologies, payment verification and management information, grievances and response mechanism and monitoring.

- Ensure data protection and information security standard are upheld at country level
- Support country offices in the global HCT MIS roll out process including the use of its complementary applications (i.e.: Kobo, Cash Assist, RapidPro, Corticon)
- Design and implement data processing solutions for household and individual information by leveraging global and local tools as relevant.
- Support Country Offices in developing data collection, consolidation and analysis Standard Operating Procedures (SOP) or adapt existing country office ones to the specificities of HCT and UNCCS.
• Building capacity of UNICEF staff and partners to ensure adequate data quality assurance of data used in HCT from A to Z.
• Provide training to UNICEF and partners to use mobile data collection technologies (e.g.: Kobo, ODK, Rapid Pro).
• Support in country or remotely data related troubleshooting processes.
• In close collaboration with the supervisor, liaise with relevant HQ focal points to seek technical guidance required by the country office on topics whose accountabilities lies with Information and Communication Technology Division (ICTD) or Division of Data, Analytics, Planning and Monitoring (DPAM).
• Support Country Offices in analyzing collected data for targeting purposes as well as programme operational analysis.
• Support Geographic Information System (GIS) data collection and analysis needs.

Interagency coordination
• Partners with UNCCS agencies and partners to assess mutual synergies in data management of current and forthcoming HCT interventions.
• Establishes and maintains contacts with data specialists’ counterparts within UNCCS agencies and partners to facilitate collaboration and exchange of information.
• Support UNCCS country focal points to design data models leveraging UNCCS agencies respective data collection capacity for common goods in terms of beneficiary identification and assistance tracking.
• Jointly identify solutions, with other UNCCS agencies, to country office data exchange requirements while a long-term and global solution is being developed (Data-hub).
• Contribute to the work of the UNCCS Data Interoperability Working Group by ensuring country specific requirements are included in those agreed for the UNCCS Interagency Data hub.

Data Analysis
• Support Country offices in cleaning data by reviewing datasets and performance indicators to locate and correct data collection problems.
• Based on available datasets, interpret data, analyze results using statistical techniques and provide findings required for decision making at country, regional and global level as required.
• Identify, analyze, and interpret trends or patterns in complex data sets to inform knowledge management initiatives.
• Work with supervisor to prioritize business and information needs.
• Locate and define new process improvement opportunities.
IV. Impact of Results

By fulfilling the above-mentioned tasks, this position will contribute to allow UNICEF to comply with its commitment to scale up cash programming, to foster interoperability with other UN agencies’ data system, and to provide adequate level of risk management and quality assurance in HCT programmes.

V. Competencies and level of proficiency required

Core Values
- Trust and Accountability
- Care and Respect
- Integrity

Competencies:
- Builds and maintains partnerships
- Innovates and embraces change
- Drive to achieve results for impact
- Works collaboratively with others

VI. Recruitment Qualifications

Education:
Master’s degree in Economics, Social Science, Database management, data analytics or related field is required. Bachelor’s degree complemented with relevant industry certifications and work experience can be considered.

Experience:
- Minimum 5 years of data and information management system experience, including with multiple stakeholders
- Experience in implementing humanitarian cash transfers programme is desirable
- Experience in Beneficiary Data system for humanitarian cash transfer at field level is desirable
- Experience in business operation environments with a proven track record of interfacing with multiple stakeholders (internal and external)
- Experience in working with UN agencies (UNICEF experience preferred) at interagency level
- Experience in using mobile data collection applications (e.g.: ODK and Kobo)
- Experience in using GIS software and data sources.
- Detailed knowledge of Structured Query Language (SQL), alternatively solid command of STATA or other statistical software is accepted.
- Experience collaborating across multiple functions and working with operational subject matter experts, technical resources and architecture teams.
- Good communication & presentation skills (written & verbal) across multiple audiences with the ability to influence others while working in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- High motivation, and dedication to deliver results within strict timeframes.
- Experience in programming language (Phyton, Visual Basic, Java) is an asset

Language Requirements:

- Excellent knowledge of English (both spoken and written) is essential.
- Fluency in French or other UN language is an asset