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Job Description Type:	Specific Job Description	Region:	MENA
Category:	NO (National Officers)	Country:	Egypt
Reason for Classification:	Establishment of a new post	Duty Station:	CAIRO-Egypt
Level:	NOA	Office:	Egypt
Title:	Monitoring Officer	Section:	Planning Monitoring and Evaluation
Title Information in Parenthesis:		Unit:	Planning
CCOG Code:	1M06	Case Number:	
UNICEF Code:	RPM	Post Number:	122487
Classified by:	Natalia Paquin	Classified Date:	1/23/2023
Organizational Context:	The position is an integral part of the new Planning, Monitoring and Evaluation Section. The Monitoring Officer at the NOA level reports to Monitoring and Evaluation Specialist at the NOC level. The Country Office (CO) Programme outputs will require additional and more intensive level of dedicated capacity and effort for monitoring and reporting guidance, quality assurance and support in order to enable CO staff and partners with data collection tools, research design and field monitoring. It is noteworthy to mention that it goes beyond a single section support and again is over-encompassing all sections of the CO.		
Purpose of the Job:	The Monitoring Officer is accountable for the accomplishment of the stated key end-results by providing professional expertise and assistance in information/data collection, statistics and data analysis, monitoring, preparation of reports, communication and partnership, and in implementing training programmes for national and sub-national data collection, monitoring and research capacity building with special attention to the interest, concern and participation of primary stakeholders		
Key functions, accountabilities and related duties/tasks:	<p>1. Integrated Monitoring, Evaluation &amp; Research Planning (IMEP)                      Provide technical support to ensure that the Country Office and national partners use a well-prioritised and realistic plan of research and monitoring activities that will provide the most relevant and strategic information to manage the Country Programme, including tracking and assessing UNICEF's distinct contribution.</p> <p>Duties &amp; Tasks                      Contributes to provision of technical assistance for the planning and establishing the major research and monitoring activities in multi-year and annual IMEPs, which is to be reflected in UNSDCF Work Plans.                      In close consultation with management and liaison with partners, make a professional contribution to formulation of the IMEPs from a sound results-based programming process and collaborative working relations with partners                      In a close coordination with partners, ensure that the IMEPs include data collection activities that provide accurate and relevant data on key activities and results, including results for children.                      Contribute to the incorporation of tasks in the IMEPs which were identified within the CO Emergency Preparedness and Response Plan, in order to anticipate and prepare for the information needs and operational modalities of an emergency, in consultation with humanitarian partners.                      In humanitarian response situations, within the first month, draft and recommend a simple one-month data-collection plan to cover key data gaps as required for the initial emergency response, working in close collaboration with the humanitarian clusters partners. After the initial humanitarian response, support management of the medium-term response with a revised IMEP.</p> <p>2. Situation Monitoring and Assessment                      Provide technical support to ensure that the Country Office and national partners have timely and accurate measurement of change in conditions in the country or region, including monitoring of socio-economic trends and the country's wider policy, economic or institutional context, to facilitate planning and to draw conclusions about the impact of programmes or policies.</p> <p>Duties &amp; Tasks                      Support management of available baseline information on national statistics and key indicators through established databases (e.g., DevInfo) for easy access and use. Prepare country level statistical reports on the status of children's and women's human rights issues and provide a technical support to global reporting obligations including national reports on progress toward the MDGs, toward CRC fulfilment, and toward CEDAW fulfilment.                      Keep monitoring the situation of children's and women's rights with national partners and keep updated with the information of the quality research that address issues and challenges affecting children and their families.                      Coordinate with the Country Office and partners and provide assistance in their using up-to-date information in, inter alia, Situation Analysis, Common Country Assessment, Early Warning Monitoring Systems, Annual Reviews, Mid-Term Reviews, and Annual Reports or other progress reports.                      Provide technical support to ensure that the CO has information necessary for UNICEF to effectively report on and advocate for children's rights through the appropriate channels and to enhance partnerships with key players in monitoring collectively progress on child focused international commitments, including MDGs.                      Support the CO in collecting and interpreting existing early warning data effectively to guide the adjustment of programmes and operational approaches when and as country contexts deteriorate.</p> <p>3. Programme Performance Monitoring                      Provide technical support to ensure that the Country Office has quality information to assess progress towards expected results established in annual work plans.</p> <p>Duties &amp; Tasks                      Provide technical support as necessary to identifying and adjusting a set of programme performance indicators, in the context of the multi-year and annual IMEPs, the Annual Management Plan and Annual Work Plans, as outlined in the Programme Policy and Procedures Manual (especially, Chapter 6, section 6: IMEP).                      Provide technical support to ensure that monitoring system are in place and that key annual programme indicators are tracked and analysed, including those related to partnerships initiative, and provided regularly to the Country Management Team/ Senior Management Team to guide programme and management decisions.</p>		

	<p>Carry out data collection, quality assurance and analysis from field visits, standardising them across programmes, to feed into to programme performance monitoring.</p> <p>Keep tracking of follow-up action based on management decisions resulting from Country Office performance monitoring.</p> <p>Provide support and quality assurance to developing results framework and data collection tools.</p> <p>Provide support to program staff and partners and quality assure program documents and proposals to program staff and partners.</p> <p>Provide periodic monitoring to program key performance indicators and prepare needed presentations and monitoring analyses to program and management statutory and non-statutory meetings.</p> <p>Provide support and quality assure programmatic field monitoring to Program staff.</p> <p>Compile and quality assure monitoring information/data and make them available to programme/planning sections.</p> <p>Contribute to the preparation of management reports (e.g., relevant sections of the annual reports), drawing on monitoring and analysis of key management indicators. Assist in the preparation of reports on systemic issues, good practices or any other analysis or data related to programme implementation, including programme's performance, relevance, efficiency, effectiveness, and sustainability; as well as good practices in partnerships and collaborative relationships.</p> <p><b>4. M&amp;E Capacity Building</b></p> <p>Provide technical support to ensure that the monitoring capacities of Country Office staff and national partners – government and civil society – are strengthened enabling them to increasingly engage in and lead monitoring processes.</p> <p><b>Duties &amp; Tasks</b></p> <p>Contribute to the collaboration of an M&amp;E capacity building strategy for national partners and institutions and corresponding activities for implementation in the context of the IMEP or UNDAF M&amp;E plan. Provide technical support for implementation of capacity building strategies as a joint commitment with other developmental partners with special attention to the interest, concern and participation of primary stakeholders.</p> <p>In close consultation with senior managers, contribute to formulation of staff capacity development strategy and plans, and exercise effective leadership in implementing them, ensuring that Country Office staffs have the basic knowledge and skills to fulfil their monitoring responsibilities, and training is planned and carried out to fill identified gaps.</p> <p>Promote and provide support to ensure that Country Office staff and national partners are aware of and have access to UNICEF monitoring learning resources.</p> <p>Provide assistance to liaise with knowledge institutions to seek partnerships for the identification of capacity gaps and the development of strategies to address them.</p> <p><b>5. Communication and Partnerships</b></p> <p>Provide technical support to ensure that all of the above tasks are carried out and accomplished through effective communication and partnerships, as elaborated below.</p> <p><b>Duties &amp; Tasks</b></p> <p>Facilitate or contribute to integrated planning of research, monitoring activities within the Country Office, with national partners, the UN Country Team and the wider international community, in the context of internal office management plans, the country programme process, the UNDAF and sector wide approaches respectively, in consultation with child-right partners.</p> <p>Facilitate or contribute to joint monitoring activities with national partners, the UN Country Team and the wider international community, wherever possible in the context of the above processes.</p> <p>Provide technical advice to Country Office staff and national partners on data collection, data management and data analysis and dissemination for performance monitoring.</p> <p>Provide synthesis of Monitoring results to the country office senior management, the Country Management Team and key programme and operations staff.</p> <p>Facilitate learning from the results of monitoring within the Country Office and more widely within UNICEF in the region and globally, as well as among national partners and other key stakeholders, engaging more expertise from knowledge institutions.</p> <p>Seek advanced or in-depth technical support on monitoring from the Regional PME and data Advisors and headquarters advisors on monitoring as necessary.</p> <p>Collaborate with the Regional PME and data Adviser to ensure the availability of current and accurate monitoring data and results.</p> <p>Collaborate with Regional PME and data Advisers and HQ Officers for overall coordination of priority research, monitoring activities.</p>
<p>Impact of Results:</p>	<p>The effective support provided by the Monitoring Officer to the careful planning and effective implementation of the Monitoring activities directly impacts on programme execution, delivery of sustainable results, and promoting national ownership and accountability for programme resources.</p>
<p>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)?:</p>	<p>No</p>
<p>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?:</p>	<p>No</p>
<p>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)?:</p>	<p>No</p>

<p>The selected candidate for this position will be required to engage with vulnerable children:</p>	<p>No</p>
<p>Competencies and level of proficiency required:</p>	<p>Core Values:                  Care                  Respect                  Integrity                  Trust                  Accountability                  Sustainability</p> <p>Core Competencies:                  Demonstrates self-awareness and ethical awareness (1)                  Works collaboratively with others (1)                  Builds and maintains partnership (1)                  Innovates and embraces change (1)                  Thinks and acts strategically (1)                  Drive to achieve results for impact (1)                  Manages ambiguity and complexity (1)</p>
<p>Recruitment Qualifications:</p>	<p>Education: University degree in social sciences, development planning, planning, survey implementation, advanced statistical research or any other relevant field.</p> <p>Experience: One year of professional work experience in programme development and implementation including monitoring activities as follows: field work experience</p> <p>Technical Knowledge                  Specific Technical Knowledge Required:                  Professional technical knowledge/expertise in Data Collection and analysis is required.                  Professional technical knowledge/expertise Monitoring Process Management is required.                  Common Technical Knowledge:                  Professional technical knowledge/expertise in demography, statistics, and data management is an asset.                  Methodology of M&amp;E, theories, standards and models, quantitative/qualitative/mixed methods, validity/reliability testing of data, data analysis and interpretation, and statistical inference methods is an asset.                  Professional technical knowledge/expertise in Activity Monitoring &amp; RBM Design, data analysis, dissemination and reporting are an asset.</p> <p>Language Requirements: Fluency in English and Arabic is required. Knowledge of another official UN language (Chinese, French, Russian or Spanish) is an asset.</p>
<p>Attachments:</p>	<p>Approval of all SJDs.pdf                  Planning M_E org chart.pdf                  SJD Monitoring Officer NOA post#122487.doc.docx</p>

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