
INTERNAL VACANCY ANNOUNCEMENT REF. No. 558226

Post title:	Programme Officer (Evidence, Data and Analytics) - Open to the nationals of Armenia only
Category/Grade:	NO-1
Closing Date for Applications:	9 January 2022
Type of Appointment:	One-year full time TEMPORARY APPOINTMENT administered under the provisions of the UN Rules and Regulations

For every child, a champion

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

How can you make a difference?

UNICEF is looking for a motivated professional to contribute to country programmes by supporting knowledge management through providing professional assistance in data collection and analysis, complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases with particular focus on evidence generation activities by UNICEF and programmatic activities for strengthening data systems and M&E capacities focusing on the UN joint Programme.

The Programme Officer (Evidence and Data) reports to the Monitoring and Evaluation Specialist (Child Rights Monitoring) for close supervision and guidance. The Officer provides professional technical assistance and support for accomplishment of key end-results in information/data collection and management, improving administrative data systems, evidence generation and use, statistics and data analysis, preparation and review of reports and capacity building in those areas. The Officer will dedicate part of her/his time to supporting implementation of activities related to the strengthening of the administrative data systems and monitoring and evaluation capacities in the social protection field as part of the UNICEF-led activities of the EU-funded UN joint programme.

Major Duties and Responsibilities

1. **Knowledge Management** - Technical contribution to and participation in effective knowledge management of evidence generation activities by UNICEF and programmatic activities for strengthening data systems and M&E capacities of national stakeholders focusing on the UN joint Programme, including data collection, analysis, and information sharing/exchanges.
2. **Programme Development and Management** - Effective monitoring and analysis of country

level socio-political-economic trends and their implications for evidence generation and data systems provided for the identification of critical programme intervention point and measures; changes in programme work plans and recommendations drafted or prepared as required. Support Information management work.

3. **Programme Monitoring and Evaluations** - Programme monitoring and evaluations effectively conducted to improve programme performance, and programme status reports timely prepared.
4. **Rights- and Results-Based Programme Management Approach and Evidence-based Programming** - Technical support and assistance provided to elevate the quality of rights-based projects /programmes and evidence generation activities by UNICEF, as well as add coherence, synergy and value to project management process by using results-based management and evidence-based programming.
5. **National and Local Capacity Building/Sustainability** - Contribution and support provided to build and reinforce commitment and institutional capacities of the national and local partners in evidence generation, monitoring and evaluation and data systems strengthening.
6. **Partnership, Coordination, Collaboration and Advocacy** - Technical support and assistance provided to enhance effective communication and networking through partnership and collaboration for evidence generation and data systems strengthening, including within UN joint programme. Support in advocacy for high quality evidence generation and use, evidence-based programming and policies.

To qualify as an advocate for every child you will have...

Education:

A university degree in one of the following fields is required: social sciences, sociology, anthropology, psychology, public policy, social policy, statistics or another relevant technical field.

Experience:

- A minimum of one year of professional experience in one or more of the following areas is required: social research and studies, statistics, social development programme planning, management of research projects and/or evaluations, monitoring and evaluation or another related area.
- Relevant experience in a UN system agency or organization is considered as an asset.

Languages:

Fluency in Armenian and English is required. Knowledge of another official UN language, such as Russian, is an asset.

Technical Knowledge Required:

- Knowledge of social research methods and approaches, statistical knowledge and familiarity with research quality and ethical standards is required.
- Knowledge of administrative data systems and familiarity with Armenian context, understanding of information management tasks and capacity building approaches is required.
- Knowledge and experience with use of Excel, as well as SPSS, STATA or another data analysis application is required.

For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it.

Get acquainted with Our Values Charter: <https://uni.cf/UNICEFValues>

The core competencies required for this post are:

- 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)
- Drives to achieve impactful results (1)
- Manages ambiguity and complexity (1)

During the recruitment process, we test candidates following the competency framework. Familiarize yourself with our competency framework and its different levels: [competency framework here](#).

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](#), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks and [reasonable accommodation for persons with disabilities](#). UNICEF strongly encourages the use of flexible working arrangements.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF is committed to promote the protection and safeguarding of all children. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

Application Procedures: All qualified applicants are strongly encouraged to apply online, using the UNICEF E-Recruitment system and following the online application link.

Remarks:

UNICEF's active commitment towards diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable persons living with disabilities are encouraged to apply to become a part of the organization.

Applications are required to be submitted in English. Incomplete applications will not be considered. Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station, which will be facilitated by UNICEF, is required for IP positions. Appointments are also subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Government employees that are considered for employment with UNICEF are normally required to resign from their government before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.