



Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	MENA
Category:	NO (National Officers)	Country:	Iran
Reason for Classification:	Establishment of a new post	Duty Station:	Tehran
Level:	NOA	Office:	
Title:	Planning and Monitoring Officer	Section:	
Title Information in Parenthesis:		Unit:	
CCOG Code:	1M05	Case Number:	IRN23011
UNICEF Code:	RPM	Post Number:	
Classified by:	Natalia Paquin	Classified Date:	5/10/2023

Organizational Context:	<p>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 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.</p> <p>Planning, Monitoring and Evaluation Section</p> <p>Considering the new guidance for country programme planning, the findings of the 2022 audit report, the oversight and quality assurance demand driven by the programme components and the need for routine application of informed programming principles, ICO needs to scale up its PME functions across the office both in depth and coverage. This calls for an improved and integrated budget planning, monitoring and management, more robust oversight of HACT and implementing partners, regular field presence to monitor programme delivery and quality, improved and institutionalized outcome and impact monitoring of the interventions/programmes and evidence generation through study, research, and evaluation efforts in line with accountability and informed programming principles. Accordingly, ICO is considering increasing the required capacity by having a PME specialist, a PME officer and a senior budget associate on board. While the PM officer position will have a dotted line to the Deputy Representative Operations and the finance officer for a harmonized and coordinated oversight of the financial aspects of the HACT, it will also support addressing the growing demand from the donor community for improved monitoring of the deliverables and results.</p>
Purpose of the Job:	<p>The Planning and Monitoring Officer reports to Planning, Monitoring and Evaluation Specialist for supervision. The Officer provides technical, operational, and administrative assistance throughout the</p>

Key functions,
accountabilities and related
duties/tasks:

planning, monitoring process, preparing, coordinating executing, and implementing a variety of technical and administrative tasks to contribute to programme planning, monitoring and reporting.

1. Programme Planning

Support the process of development and modification process of UNICEF country programme document and coordinate the quality assurance reviews and collection and consolidation of inputs received from the stakeholders until the complete finalization.
Provide support to development of annual management plan.
Provide support to development and adjustment of workplans.
Coordinate and implement planning procedures to support regular planning and adaptation of the programmes to the emerging needs.
Support units with adopting the system requirements for budget planning and work planning.
Support quality assurance of annual planning exercise.
Coordinate and support rollout of new organizational procedures related to planning and migration to new practices.
Collaborate closely and actively with cross sectoral sections and roles in support to integrated programming.
Explore programming prerequisites as per the applicable guidelines and the evolving needs.
Provide input to the management on the programme planning status and needs.
Support planning for evidence generation through survey and research.
In coordination with other stakeholders, support the collection of SDGs and other key social development indicators (through MICS or other surveys) to improve national planning.

2. Partnership Management, Quality Assurance and Compliance

Support partnership development and management with national implementing partners, NGOs, and civil society organizations.
Act as a focal point for partnership management portal and address the needs and queries by all users at different levels.
Provide support to quality assurance process for all UNICEF cash transferers under HACT mandates.
Support development and implementation of HACT workplan based on UNICEF mandates and in consultation with Deputy Representative for Operations and Finance Officer.
Support programme and operation teams and/or external contractors in conducting micro and macro assessments and spot checks under HACT requirements.
Support programme units in organizing and quality assuring field monitoring and programmatic visits.
Support conducting due diligence for the current and the potential partnerships.
Coordination of annual risk assessment exercise and reporting on mitigation measures and issues.
Reporting the risks on ERM and submit for review.
Support conducting and implementation of audits and evaluations and follow up on management responses.
Provide management with compliance reports.
Organize partnership mapping and reviews.

3. Monitoring and Reporting

Support programme units in organizing and quality assuring field monitoring and programmatic visits.
Guide programme units on planning, quality assurance and frequency of end user monitoring of supplies.
Systematically follow up on monitoring and quality assurance action points.
Attend field visits to support result monitoring.
Support planning for mid-year/term and annual reviews for the country programme documents and workplans by preparing the required templates and substances, coordinating the sessions and providing instruction on indicator and narrative reports.
Support collecting and consolidating inputs for periodic reports on implementation status of and achievements under the Country Programme and under United Nations Sustainable Development Cooperation Framework.
Monitoring and prepare reports on the key programme performance and management indicators.
Support preparation for the steering committee with the national counterparts for programmatic reviews.
Develop ad hoc progress monitoring reports as required by the management.

4. Capacity Building and Knowledge Management

Promote the awareness and understanding of the shared responsibility of PME function among all staff members and partners.

Support communication, training, learning and development activities for UNICEF staff and national and relevant international partners.

Provide support to identify, capture, synthesize and share lessons learned from different knowledge sources.

Research and report on best practices and systems for development planning of knowledge products.

Support systemization of documentation and knowledge management process within the office.

Impact of Results:

The support provided by this position to the Planning, Monitoring and Evaluation Unit and other stakeholders contribute to the successful planning and monitoring efforts that in turn result in improved efficiency and effectiveness in delivery of results and enhanced performance.

Through a dedicated focus on the quality assurance of partnerships, HACT and monitoring requirements, and in close collaboration with the Deputy Programme for Operation, this role will also facilitate enhancing compliance level of the office against applicable operational procedures and enables risk informed programming.

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:

Core Values:
Care
Respect
Integrity
Trust
Accountability
Sustainability

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)

Recruitment Qualifications:

Education: A university degree is required in social sciences, data and statistics, planning, development, and other field of sciences relevant to this role with minimum 1 year of extensive qualifying work experience directly related to this role.

Experience: A minimum of one year of relevant professional work experience in non-for-profit/public sector programme and project planning, monitoring and evaluation.

Language Requirements: Fluency in English and Farsi is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.

Attachments:

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