



SPECIFIC JOB DESCRIPTION

Post Information

Job Title: Planning & Monitoring Specialist (Emergency)
Supervisor Title/ Level: Chief Field Operations, P-5
Organizational Unit: Programme
Post Location: Damascus, Syria

Job Level: Level 3
Post Number: 91786
CCOG Code: 1M05
Functional Code: RPM

Job Organizational Context

Syria continues to face one of the most complex emergencies in the world. Unprecedented humanitarian needs are compounded by displacement inside the country and across its borders, extensive destruction of civilian and social services infrastructure, devastating impacts on the economy, and most importantly, the breakdown of the social fabric that stitched the country together for decades.

Today, 90% of people in Syria live in poverty, most are unable to make ends meet or bring food to the table. Families have had their resources depleted, with limited employment opportunities, skyrocketing prices, and shortage of basic supplies. For most people, the current socio-economic challenges represent some of the harshest and most challenging circumstances they have faced since the beginning of the crisis in 2011.

The February 2023 earthquakes in north Syria and Türkiye have added agony to an already catastrophic situation, increasing the strain on services, causing displacement, and inflicting widespread damage. Many families lost their main breadwinner due to death or injury, at a time when the economic situation was already dire, resulting in millions of people unable to meet their basic needs.

In 2024, 16.7 million people need humanitarian assistance¹. This is the highest number of people in need ever recorded in Syria since 2011. The number of children in need - more than 6.5 million – has increased by seven per cent in the past year alone. This is largely due the ongoing conflict, continued displacements, the unprecedented economic crisis, deepening poverty, and unemployment. The COVID-19 pandemic, the hike in price of commodities triggered by the overall global economic situation and the impact of sanctions are further compounding the dire situation.

¹ 2024 Syria Humanitarian Needs Overview

Purpose of the Job

Under the direct supervision of the Chief Field Operations, and matrix functional supervision of the Chief PME, the Specialist will support planning, monitoring, and reporting (PMR) through strengthening the linkages between field offices, programmes and the Planning, Monitoring and Evaluation (PME) section, towards improving field office performance in terms of funds management, partnership management and monitoring, and the monthly result tracking of the Humanitarian Action for Children (HAC) and Annual Plans (AP).

The Specialist is also expected to support national sector coordinators with reporting requirement including quarterly advocacy notes and donor reporting. Lastly the Specialist is expected to work closely with PME, resources mobilization, and communication sections to employ evidence generated by field offices into fund raising, evaluation and communication products.

Main Activities, Key functions, accountabilities and related duties/tasks:

Main Responsibilities

- Ensure that the Country Office has useful, valid, and reliable information on the situation of children and women rights; the performance of programmes; including their relevance, efficiency, effectiveness, and sustainability, and in emergency contexts, their coverage, coordination, and coherence.
- Work within the United Nations Country Team (UNCT) to support its goals for delivering valid and reliable information on the attainment of the Millenium Development Goals (MDGs) and other goals, and on the performance of UN-supported programmes.
- Support the establishment of monitoring and evaluation tools which enhance partnership between the UNCT, government and other key players to collectively track progress on Sustainable Development Goals (SDGs) and other international commitments for children.
- Support in the development of national capacities for monitoring, evaluation, and research, prioritizing the involvement and participation of government, community, and civil society stakeholders.

Summary of Key Functions and Accountabilities

1. Integrated Planning and Monitoring

Ensure that field offices and clusters will provide the most relevant and strategic information and field-based evidence to improve the Country Programme, fund raising, and communication products.

Duties & Tasks

- Make professional contributions and provide technical assistance for the humanitarian planning and monitoring objectives, priorities, and activities in consultation with programme teams, Gaziantep Office, Middle East and North Africa (MENA) Regional Office in Amman, and PME team.

2. Programme Performance Monitoring

Ensure that field offices and clusters have quality information to assess progress towards expected results established in UNICEF Humanitarian Action for Children (HAC) and Humanitarian Response Plan (HRP).

Duties & Tasks

- Provide technical support to ensure that a set of humanitarian programme performance indicators is identified and adjusted as necessary to complement the country programme work plan led by the PME team, with inputs of all field offices to assess progress towards expected annual and multi-year results in the context of the multi-year, as outlined in the Programme Policy and Procedures Manual (PPPM).

- Coordinate with the PME team and field offices to ensure that data collection and analysis from field offices and clusters are coordinated and standardized across programmes to feed into to programme performance monitoring, with special attention to humanitarian response.
- Monitoring and analysis of key programme performance and management indicators, provide professional input to field operations reports including data analysis and visualization, and recommendations to programme sections.

3. Reporting

Produce high-quality analytical reports to highlight the situation of children and their families in Syria, and UNICEF response to this situation in coordination with the PME team, Programmes, Field Services, Gaziantep Office, and MENA Regional Office.

Duties & Tasks

- Develop and update Humanitarian Appeal for Children in Syria.
- Monitoring and analysis of key humanitarian programme performance and management indicators, provide professional input to management reports, and lead the development of quality annual reports (Whole of Syria SitRep, Field Operations annual report) which adequately communicates results achieved, humanitarian targets met, as well as challenges and constraints.
- Ensure that the Country Office is able to report, with quality and in a timely manner, of progress towards intended results and targets as per the Humanitarian Response Plan.

4. Planning, Monitoring, and Reporting (PMR) Capacity Building

Ensure that the humanitarian planning, monitoring, and reporting capacities of field office staff and their partners are strengthened enabling them to increasingly engage in and lead planning, monitoring and reporting processes.

Duties & Tasks

- Promote the awareness and understanding of the shared responsibility of PMR function among field offices and cluster staff, through communication, training, learning and development activities in coordination with the PME team.
- In close collaboration with field offices and clusters, ensure so the capacity needs of field offices and clusters partners, in order to strengthen by involvement in evaluation processes and through specific capacity building initiatives.
- Collaborate with PME team to implement capacity building strategies as a joint commitment by implementing a range of appropriate skill-building strategies, including self-learning, seminars, workshops and practical experiences, in order that field office staff, clusters and their partners have the basic knowledge and skills in understanding and applying M&E policies, tools and methods to fulfil their responsibilities.
- Design and implement strategies suited to the skills needs of national partners.
- Actively seek partnerships with knowledge institutions for the identification of capacity gaps and development of strategies to address them.

5. Coordination and Networking

Ensure that field offices and clusters are effectively linked to wider PMR developments in a way that both contribute to/ and benefits from organizational learning on effective PMR management.

Impact of Results

The efficiency and efficacy of support provided by the Specialist to the country office and its wide range of stakeholders contribute to the successful planning and execution of the PMR efforts that in turn result in improved country office and national stakeholders' development planning, performance and achievement of concrete and sustainable results.

Effective implementation of evaluations enhances UNICEF capacity and credibility in delivering highly effective programmes and concrete and sustainable results that directly improve services to mothers and children in the country.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies

- Nurtures, Leads and Manages People (1)
- 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)

VII. Recruitment Qualifications

Education:	Master's degree in one of the following fields is required: social sciences, statistics, planning development, planning, programme/project management, business administration, financial management, economics, or another relevant technical field related to work described in this vacancy announcement.
Experience:	<ul style="list-style-type: none">• A minimum of five (5) years of professional work experience in programme development and implementation including planning, monitoring and evaluation activities.• Experience working in a developing country.• At least one instance of exposure to emergency programming.• Active involvement in a humanitarian crisis response programme preferred.• Field work experience is required.• Background or familiarity with emergency is required.• Experience working with the UN, UNICEF or humanitarian organizations will be an asset.
Language Requirements:	Fluency in English is required; knowledge in Arabic is an advantage.