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| **I. Post Information** | |
| Job Title: Emergency Officer/Beneficiary Data Manager – Temporary Assignment (TA)  Supervisor Title/Level: Emergency Specialist Humanitarian Cash Transfers (P4)  Organizational Unit: Emergency Unit  Post Location: Kinshasa, Democratic Republic of Congo | Job Level: P-2  Job Profile No.:  CCOG Code:  Functional Code:  Job Classification Level: |

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| II. Strategic Office Context and purpose for the job |
| The Democratic Republic of the Congo is home to one of the world’s most complex and protracted crises: around 26.4 million people, including 15.4 million children, are enduring the most of the escalation in armed conflict and recurrent disease outbreaks that are exacerbating chronic poverty, systemic weaknesses, and vulnerability.  The scale of humanitarian needs and protection concerns remains massive. In 2022, the country hosts the second-highest number of internally displaced people in the world. Population displacement continues to rise, with more than 1.29 million people displaced between January and July 2022. At least 97 per cent of displaced people live in Ituri, North Kivu and South Kivu Provinces, which have seen a growing number of targeted attacks against civilians and infrastructure, including sites for internally displaced people, schools, and health facilities. Protection concerns remain paramount. More than 2,500 grave violations against children were verified as of September 2022. Recruitment or use of children in armed forces and armed groups is increasing, as is killing, and maiming of children, which increased by 10 percent in 2022 compared with 2021.  UNICEF in DRC uses cash transfers modality for humanitarian cash transfers and social protection programs to support most vulnerable populations in the country to address the basic and sectoral needs and services. Through longer term cash-based interventions UNICEF DRC supports beneficiary households and communities towards sustainable and middle & longer-term outcomes. UNICEF in DRC optimizes the use multipurpose cash transfers to achieve sectoral and multisectoral outcomes. Rapid Response & Basic Needs humanitarian cash transfers, Cash+ programs focusing on Nutrition, GBV and Child Protection outcomes, longer-term shock responsive cash and cash based social protection programs and incentive payments for sectoral systems strengthening are some of the cash-based programming approaches adopted by the HCT team and respective UNICEF sections in DRC.    **Purpose of the job:**  Under the direct supervision of the Emergency Specialist (HCT), UNICEF DRC and in close cooperation with respective sections the incumbent is responsible for delivering timely beneficiary data management services while upholding UNICEF data protection policies. More specifically, the incumbent will working developing and implementing data collection tools for beneficiary targeting and registration, support data based program monitoring and evaluation, manage HOPE process and procedures for all HCT programs and help the HCT teams and respective sections with data solutions for cash transfers programmes. |

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| III. Key functions, accountabilities and related duties/tasks: |
| * 1. **Personal Data Services Management**       + Provide guidance and oversight for the adequate use of the Humanitarian Cash Operations and Programme Ecosystem (HOPE) for UNICEF and partners      + Escalate to management risks related to personal data management      + Ensure quality of data analysis, reporting, Third Party Monitoring (TPM), Grievance and Redressal Mechanisms (GRM) and data protection standards      + Detect individual record flagged as error upon import in HOPE and perform adequate correction based on programmatic instructions      + Support data collection tools and process design for baseline, midline and endline data colletion and analysis for HCT programs,      + Provide oversight of personal data use for efficient and effective delivery of individual payments / cash transfers      + Coordinate with interagency counterpart’s data interoperability initiatives   2. **Data Management Representation Function**      + Coordinate with HQ HOPE team on prioritized support      + Represent personal data management function within DRCO      + Represent data management function with external stakeholders including de facto authorities      + Represent data management function in donors briefing   3. **Data analysis, Reporting and Third-Party Monitoring**      + If required, provide technical oversight on the ToRs of the Third-Party Monitoring, assessment of technical proposal based on agreed criteria, and selection of the third party for verification of existing payees’ lists      + Draft process and output monitoring report based on data available in HOPE and TPM sources      + Support DRCO HCT Team in drafting programme monitoring and evaluation reports when required      + Consolidate different data sources such as KoBo registration surveys, RapidPro surveys, payment records in CashAssist, post-distribution monitoring (PDM) surveys and other monitoring data (such as market monitoring, grievance and feedback data, etc.) for the purpose of data analysis and data comparison, including longitudinal comparisons   4. **Data Protection Standards**      + Ensure that personal data management workstream is aligned with UNICEF Data Protection Policy      + Coordinate with HQ technical counterparts to ensure:        - Data Protection Impact Assessments (DPIA) are carried out with appropriate frequency on supported programmes        - UNICEF partners are trained on Data Protection and Responsible Data for Children principles        - UNICEF CSO and private sector partners comply with relevant data protection legal tools such as Non-Disclosure Agreements        - Timely implementation of DPIA recommendations        - Ensure timely arrangement and signature of Non-Disclosure Agreements (NDAs) with UNICEF’s implementing partners, financial service providers and other entities who will require access to personally-identifiable information on UNICEFSpot check and ensure quality of data stored in HOPE and in other digital platform for the case of programmatic non personal data   5. **Support implementation of HCT programmes**:      + Contribute to implementation HCT programmes and management of internal and external proceduers      + Ensure that UNICEF’s corporate and DRC based SOPs are implemented,      + Contribute to HCT, Cash+ and Social Protection program design process,      + Support the HCT team with attending and organizing field missions      + Conduct any other tasks as required.   6. **Data Processing and Analysis** |
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| IV. Impact of Results |
| * + - Risk informed project plans reflect Data Protection risks and mitigation measures     - Beneficiary personal data are stored and maintained up to date to ensure timely delivery of cash assistance to recipients     - UNICEF Data Protection Policy and Information security standards are upheld |

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| **V. Competencies and level of proficiency required** | |
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| **Core Values attributes**   * Care * Respect * Integrity * Trust * Accountability * Sustainability   **Core Competencies**   * 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) |  |

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| **VI. Recruitment Qualifications** | |
| Education: | A university degree in one of the following fields is required: Social Sciences, International  Relations, Government, Public Administration, Public Policy, Social Policy, Social Development,  Community Development, or another relevant technical field. |
| Experience: | 2 years of professional work experience of data or humanitarian program/project management experience, including with multiple stakeholders. Experience in emergency contexts desirable. |
| Knowledge and skills: | • Experience in implementing humanitarian cash transfers programme  • Experience in beneficiary data system for humanitarian cash transfer at field level  • Experience in business operation environments with a proven track record of interfacing with multiple stakeholders (internal and external) and successful project completion  • Experience in working with UN agencies or NGOs (UNICEF experience preferred) at interagency level  • Detailed knowledge of the project lifecycle and fluency in project management methodologies  • Experience collaborating across multiple functions and working with operational subject matter experts, technical resources and architecture teams.  • High motivation, and dedication to deliver results within strict timeframes. |
| Language Requirements: | Fluency in French is required. Knowledge of English is an asset. |