# TERMS OF REFERENCE

# Programme Specialist (Innovation and IM) – P3

# (Temporarily Assignment)

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| **Post Title** | **Programme Specialist (Innovation and Information Management)** |
| **Purpose** | **To oversee the Innovation and Information Management for UNICEF country office in Yemen.** |
| **Proposed level** | **P3 – Temporary assignment** |
| **Duration** | **One year** |
| **Start Date** | **01-Dec-2018** |
| **Duty Station** | **Amman-Jordan (Out post at UNICEF Yemen hub in MENRO)** |
| **Reporting to** | **Chief of PME - Yemen Country office** |

**BACKGROUND AND PURPOSE OF POST**

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 favouritism. 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, WASH and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. Therefore, 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.

**Job organizational context:**

Yemen currently facing one of the biggest and most complex humanitarian crises in the world. Responding effectively and efficiently to this crisis requires new thinking and Innovative approaches. One vital component of the immediate humanitarian response is the need for real-time information on the affected population and their needs which can lead in saving more lives.

**MAIN DUTIES AND RESPONSIBILITIES**

1. Analysis

* Conduct cross-sectoral analysis, identifying the correlation of data in different sectors, highlighting needs/response convergences and divergence, by needs by geography.
* Conduct high level strategic analysis work, interpret results, draw conclusions and actionable recommendations to guide evidence-based decision making, inform future activities and optimise business opportunities.
* Carry out data mining exercises to identify trends and patterns, and provide analytical responses to the ongoing humanitarian response.
* Support the office in exploring innovative ways for analysing big data and/or complex data.

1. Information Management

* Work with all programmes to design IM strategy for Yemen CO.
* Identify the capacity needs for IMOs at sector and program level at both national and sub-national levels.
* Develop and implement capacity building plan, for short and long-term objectives of the programmes and UNICEF IMOs.
* Uniform and coherent reporting system, for inter-sector programmes reports/infographics/maps on timely manner.
* Design and develop data security protocol, with programmes and sector, and ensure the confidentiality agreements with sector and programmes IMOs and partners.
* Provide technical assistance and advice to the programmes and clusters.
* Represent the UNICEF in the inter-agency IM working groups meetings and activities.

1. Innovation

* Develop the needs assessment modules on latest State of the Art technologies and techniques.
* Develop and implement latest online systems e.g. rapid pro, partnership reporting portal, etools, business intelligent tools etc.
* Innovate reporting system based on real-time data presentation and analysis module for programmes and sector.
* Developing latest technological solution for, surveillance, case management, alert system and other data collection system required by various programmes.

1. Supervision
   * Oversee the performance of Information Management Officers (IMOs) and provide overall guidance.

* Provide support to chief of PME when needed.

**MINIMUM QUALIFICATIONS**

* Master’s degree or relevant combination of qualifications and experience, in information management or associated disciplines (computer sciences, geography/GIS, engineering, sciences), with experience in emergency countries preferred.
* Six years of relevant experience in Information Management, GIS, data analysis or similar activities in humanitarian context. Experience in the Syria sub-region is an asset.
* Experience in conveying and managing Technical Working Groups and facilitating training is an assed.
* Fluency in English is a must. Knowledge of Arabic is an asset.

**OTHER SKILLS**

* Inter personal communication
* Knowledge of generic computer systems and applications
* Advanced knowledge of Excel, Access, Oracle and MySQL database applications.
* Knowledge of GIS: ArcGIS, QGIS, Google Earth Pro. Basic Java and VB scripting.

**COMPETENCIES**

*Core Competencies*

Integrity -Working with people -Drive for Results

*Functional Competencies*

Analytical and Conceptual Thinking, Teamwork, Technical knowledge, Communication

**DUTY STATION AND TRAVEL**

Yemen hub in Amman - Jordan, with frequent travel to Yemen country office and 5 sub national hubs

**Cleared by:**

Zainab Al-Azzawi

Chief PME

Yemen Country Office

**Approved by:**

Sherin Varkey

OIC Country Representative

UNICEF Yemen