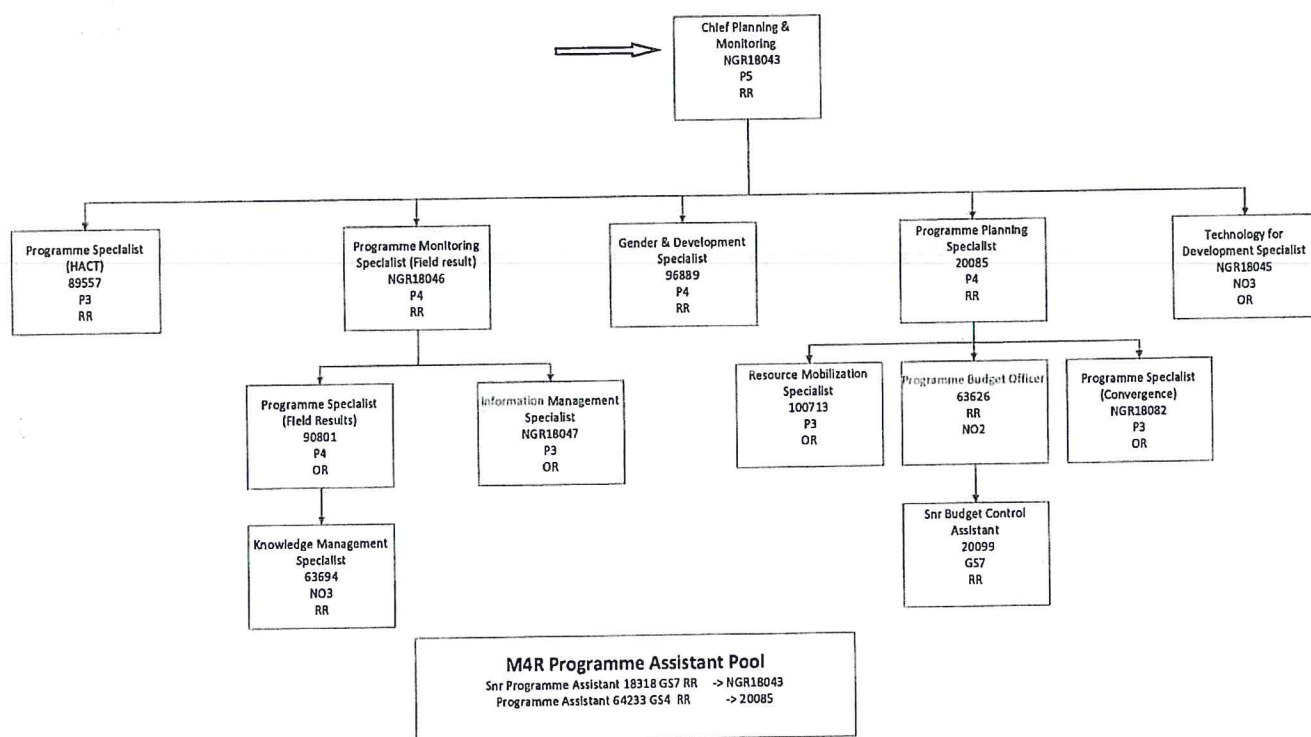


REQUEST FOR USE OF A SPECIFIC JOB DESCRIPTION

A specific JD is considered as one for which there is not a Generic Job Profile

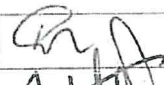

BY: _____

FOR COMPLETION BY REQUESTING DEPARTMENT					
Post/Case No: #NGR18043	Establishment of a New Post: <input checked="" type="checkbox"/>	Downgrade/Upgrade of an existing post: <input type="checkbox"/>	Change in Title of an Existing Post: <input type="checkbox"/>	Change in Reporting Line of an Existing Post: <input type="checkbox"/>	JD not classified for over five years: <input type="checkbox"/>
Division/Field Office: WCAR/Nigeria		Official Title: Chief Planning and Monitoring (M4R)			Proposed Grade: P-5
Office: Abuja		Organizational Title Request:			
Section: Programme					
Unit: Programme / Abuja			Duty Station: Abuja		



Basic Purpose of Position (please outline what does this position contribute to achieving the overall goals of the unit/section in 3-4 lines or less).

Under the supervision of the Deputy Representative, D-1 in support to and in close cooperation with the UNICEF Country Office in Abuja, the incumbent is responsible for the planning and innovative coordination, development, planning, and monitoring of a UNICEF programmes/projects and strategies in the Nigeria Country Office, focused on achievement of UNICEF's Organizational priorities and results.

Signature:				
The following attest to the accuracy of the above statements and to the valid management need for this position and the association of the attached GJP:				
		Name:	Signature:	Date:
Title:				
Supervisor:	Deputy Representative	Pernille Ironside		22/01/18
Head of Office:	Representative	Mohamed Malick Fall		23/01/18

FOR COMPLETION BY DHR ONLY				
APPROVED: <input checked="" type="checkbox"/>		NOT APPROVED: <input type="checkbox"/>		
Title:	Name:	Signature:	Date:	
	J. Osborn		30 January 2018	
Comments:				

JOB TITLE: Chief, Planning and Monitoring (M4R)
JOB LEVEL: Level - P 5
POST NO.: NGR18043
REPORTS TO: Deputy Representative / D1
LOCATION: Abuja, Nigeria

JOB PROFILE NO.:
CCOG CODE: 1.F.
FUNCTIONAL CODE: PE/P-5
JOB CLASSIFICATION _____

J. Osborn

PURPOSE OF THE JOB

Under the overall guidance of the Deputy Representative, accountable for the management and implementation of areas of responsibility under this post consistent with the UNICEF mission, goals and strategies.

The primary function of this post is to improve the innovative planning, implementation and monitoring of the country programme with convergence, crosscutting issues, and technology to track results. The post will improve the relevance, quality, availability and use of data and contextual information on children and women throughout UNICEF and externally. The post will coordinate, advise and provide support at country level dissemination of data on key social indicators and promote its use in corporate planning, policy formulation, programme design, advocacy and flagship publications; to develop and maintain effective inter-agency cooperation in particularly in the context of the Sustainable Development Partnership Framework (UNSDPF). The post is responsible for overseeing data dissemination through presentations, MICS, and DevInfo and reports summaries.

KEY ACCOUNTABILITIES and DUTIES & TASKS

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of duties and key results.

1. Guidance in country programme planning

- Provide overall guidance on the planning function for the country programme and result-based management. This includes supporting the coordination of programme sections in country office planning, monitoring and reporting processes;
- Provide oversight and guidance for the effective convergence of programme interventions at the country office and field level to achieve results for children, working closely with Section Chiefs, Chief of Field Services and Field Office Chiefs;
- Provide oversight of the integration of crosscutting issues in programme i.e. gender
- Provide guidance to the field offices on state engagement plans, and the overall planning function at sub national level in close collaboration, with Chief of Field Services,
- Work within the UN Sustainable Development Partnership Framework (UNSDPF), and participate fully in the joint UN workplans and reviews.

2. Monitoring and tracking of programme results

- Lead the overall monitoring and tracking of results at the field level through innovative processes and tools including the use of new technologies;
- Provide leadership in the development and implementation of innovative tools and methodologies for tracking results;
- Provide leadership in capacity building within the office and field offices on the use of innovative

structures, mechanisms, and tools to track results at the field level. Through close coordination with Chief of Field Services, ensure that field monitoring approaches and associated tools capably support advancing the results agenda for children in Nigeria;

- Provide oversight on data collection, monitoring, analysis; and internal and external dissemination of results to inform NCO collaboration around key programme result;
- Enable the capture and analysis of results in the context of UNICEF Nigeria CPD 2018-2021, UN coherence efforts, and readily ascertain UNICEF's contributions to in supporting Nigeria achieve the 2030 Agenda and the Sustainable Development Goals.

3. Development of innovative ways to management data including dissemination

- Work with ITD/UNICEF, UN agencies, private sector, NGOs to develop and implement new and innovative ways to collect, analyse and disseminate data and results;
- Coordinate the planning and monitoring units and to develop and implement innovative systems for efficient processes;
- Provide leadership in capacity building within the office and partners as appropriate for collection, analysis and dissemination of data related to children and women and programme results.

4. Quality assurance of programme implementation

- Provide oversight to the effective implementation, monitoring and reporting of the HACT framework;
- Ensure HACT benchmarks and targets are met.

5. Management

- Be responsible for the overall development and establishment of the workplan, monitoring compliance, and providing support and guidance to make sure objectives are met. This entails oversight of planning, budget and human resources issues;
- Supervise the day-to-day activities of staff in this area.

GUIDELINES

(a) Indicate which guidelines are required for performing the duties of the Position (rules, regulations, policies, procedures, practices, precedents, manuals, instructions, etc.)

UNICEF MTSP

UNICEF programme manuals and policy guidelines

UNICEF Board Policy Papers, PROs, EXDirs

UNICEF personal, financial, supply and administrative rules, regulations and manuals

Cooperating agencies guidelines and manuals

(b) Describe the degrees to which interpretation of, and deviation from, existing guidelines are permitted, and the authority to propose or establish new guidelines.

The incumbent will need to interpret and adapt existing guidelines in both the technical and international cooperation areas. While developments have to be discussed with the supervisor, the incumbent will be expected to exercise initiative in proposing, developing and establishing modified and new guidelines.

QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)

Education

Advanced university degree in social science or other relevant disciplines. Practical training in programme management and monitoring, survey and research analysis, and/or applied statistical data analysis. with some statistics and analytical skills, or other fields related to the work of UNICEF

Work Experience

- At least ten years of experience at national and international levels in programme/project planning and management with significant experience in data dissemination/interpretation in the sectors of concern to UNICEF and knowledge of new technical developments and software in data dissemination and some experience in data analysis and other areas of applied statistics;
- Professional technical expertise in data analysis and dissemination specifically related to UNICEF related indicators;
- Well-developed computer skills including proficiency in data dissemination software (eg.Devinfo);
- Proven expertise in displaying data for use by government policy makers, partner organizations and general public.
- At least one instance of exposure to emergency programming, including preparedness planning is required. Active involvement in a humanitarian crisis response programme is an asset.

Language Proficiency

- Fluency in English and a second UN language.

4. **Competency Profile** (For details on competencies please refer to the *UNICEF Professional Competency Profile*)

i) Core Values (Required)

- Commitment
- Diversity and Inclusion
- Integrity

ii) Core Competencies (Required)

- Communication [III]
- Working with People [III]
- Drive for Results [III]

iii) Functional Competencies (Required)

- Leading and Supervising [III]
- Formulating Strategies and Concepts [III]
- Analyzing [III]
- Relating and Networking [III]
- Deciding and Initiating Action [III]
- Persuading and Influencing [II]

iv) Technical Knowledge¹

Specific Technical Knowledge Required

(Technical knowledge requirements specific to the job can be added here as required.)

- Expert knowledge of the technical areas of Rights-based and Results-based approaches and programming;

¹ Reference to UNICEF and/or UN in terms of technical knowledge requirements (a and b above) are applicable only to those who are or have been the staff members of UNICEF or the UN common system.

- Expert technical leadership and knowledge of theories, principles and methods in the combination of selective fields of the following: Economics, Social Sciences, and Planning/or related fields;
- Knowledge of the global commitment on aid effectiveness, including the Paris Declaration on Aid Effectiveness, the Accra Agenda for Action as well as knowledge of the Global Programme Partnerships (GPPs).

b) Common Technical Knowledge Required (for the job group)

Knowledge of theories and practices in:

- Programme/project management in Planning, Monitoring and Evaluation
- Training and Capacity Development in Planning and Monitoring
- Knowledge Management

General knowledge of:

- Methodology of programme/project management
- Programmatic goals, visions, positions, policies and strategies for results based programming
- Knowledge of global issues, specifically relating to children and women, and the current UNICEF position and approaches.
- UNICEF policies and strategy to address children's issues, including those relating to conflicts, natural disasters, and recovery.
- UNICEF financial, supply and administrative rules and regulations.
- Rights-based and Results-based approach and programming in UNICEF.
- UNICEF programme policy, procedures and guidelines in the Manual.
- Mid-Term Strategic Plan
- UNICEF Board endorsed policy papers and agency-wide programmes impacting on education results.
- Gender equality and diversity awareness

c) Technical Knowledge to be Acquired/Enhanced (for the Job)

- Government development plans and policies
- Knowledge of local conditions and country legislation relevant to UNICEF programmes
- UN policies and strategy to address international humanitarian issues and the responses.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations/guidelines and international guidelines on aid effectiveness.
- UNSECORD training for members of Security Management Team.
- UNICEF strategic framework for partnerships and collaborative relationships.
- UNICEF policies, strategies promoting and supporting gender equality and diversity.