UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: **Database Assistant** Supervisor Title/ Level: **NOC** Organizational Unit: **Programme** Post Location: **UNICEF Country Office**	Job Level: **G- 5** CCOG Code: **2A02** Functional Code: **PMA** Job Classification Level: **G-5**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, 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.

Job organizational context:

The Database Assistant will report to the Youth and adolescent specialist NOC, the position covers a broad range of tasks with focus on the online portals and systems for youth engagement programme.

The Implementation Assistant position covers a broad range of functions, however, depending on the context, the incumbent may focus on all, some, or only one or two areas with great depth. In addition, there may be additional functions not mentioned in the job description. If this is the case, this can be made clear in work plans and/or individual performance plans.

Purpose for the job:

Under the close supervision and guidance of the Adolescent and Youth Development Specialist, the Database Assistant supports the respective section by providing technical and sectionby carrying out a range of procedural, administrative support for youth engagement programmes through managing data systems, facilitating communication, and contribute to the development of evidence-based strategies through participatory research and data analysis, ensuring timely and effective delivery that is consistent with UNICEF rules and regulations.

III. Key functions, accountabilities and related duties/tasks

- Provide technical support and guidance in developing online portals and systems for youth engagement programmes, ensuring their functionality and accessibility.
- Design and produce infographics and visual data mappings to illustrate meaningful youth engagement strategies and interventions.
- Maintain and update an accurate youth database, ensuring detailed profiles and records of young people involved in programmes.
- Manage and organize data related to youth engagement programmes, including conducting small-scale surveys, data collection, and analysis for reporting and strategy development.
- Prepare and distribute survey forms and questionnaires and develop tools for effective data dissemination to stakeholders.
- Lead the implementation of participatory action research initiatives to generate data and evidence on youth-related issues and trends.
- Oversee the management of the youth advisory council, ensuring consistent, meaningful youth participation and engagement in decision-making processes.
- Provide Logistical support for youth events by coordinating with facilitators, managing participants logistics, and preparing relevant background materials.

IV. Impact of Results

The effective execution of these responsibilities will significantly enhance the efficiency of the adolescent and youth development and participation section. Accurate documentation and support for database management will enhance the efficiency and accountability of projects. Additionally, maintaining a well-organized youth database will assist ADAP in preparing youth to be actively involved. Overall, these efforts will foster greater youth participation, operational efficiency, and positive results in UNICEF's work.

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

i) Core Values

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

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)

VI. Skills

- Thorough knowledge of UNICEF administrative policies and procedures.
- Strong organizational, planning, and prioritizing skills and abilities.
- High sense of confidentiality, initiative, and good judgment.
- Ability to work effectively with people of different national and cultural backgrounds.
- Training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint.
- Strong office management skills.

VII. Recruitment Qualifications

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Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.
Experience:	A minimum of five years of progressively responsible administrative or programme work experience is required. Prior experience in meaningful youth engagement methodologies, youth networks, and youth groups is an asset.

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

VII. Child Safeguarding Risk Assessment

Is this position considered as 'elevated risk role' from a child safeguarding If Yes, check all that apply perspective?	☐ Yes ☒ No
Direct contact role	☐ Yes ☒ No If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.
Child data role	☐ Yes ☒ No If yes please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos).
Assessed Risk Role	☐ Yes ☒ No If yes, please indicate the number of hours/months of direct engagement with particularly vulnerable children
Safeguarding response role	☐ Yes ☒ No

VIII. Youth & Adolescent Structure

JORDAN COUNTRY OFFICE ORGANOGRAM – ADOLESCENTS AND YOUTH SECTION
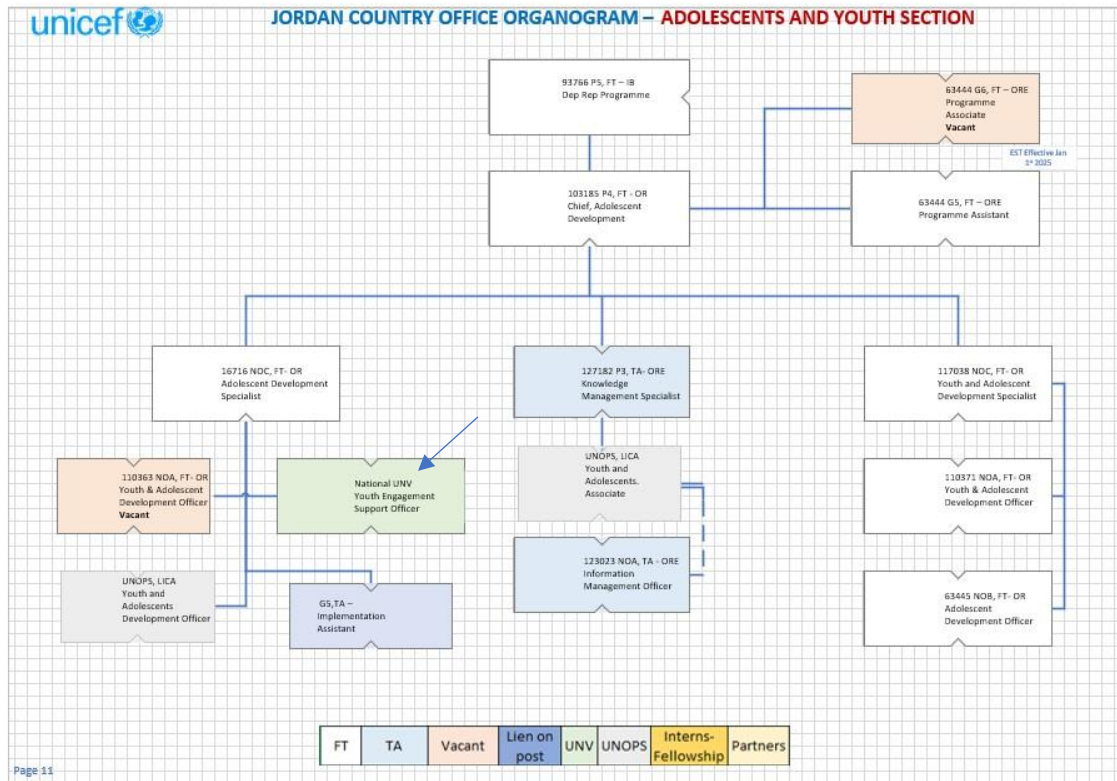
X. Signatures- Job Description Certification

Name: Besan AbdelQader	Signature	Date: 8 September 2024
Title: ADAP Specialist	*Besan AbdelQader*	
Approved by: Name: Title: Representative	Signature	Date: