



UNITED NATIONS CHILDREN'S FUND

I. Post Information

Job Title: **Monitoring Specialist (HPM and Data Strategy - Temporary Appointment)**
Supervisor Title/ Level: **Chief of Planning, Monitoring and Evaluation Level 4 #90708**
Organizational Unit: **Programme**
Post Location: **Yangon**
Duration of the contract: 364 days, extendable based on funding availability and programme requirements

Job Level: **Level 4**
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level: **Level 4**

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 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 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.

Purpose for the job:

Myanmar has been facing multiple and complex humanitarian crises, and the need for additional capacity has been recognized over the last few years to provide technical support to planning, monitoring and reporting in dynamic humanitarian context. This requires strengthening institutional and staff capacity to support consolidating, validating and analysing the programme data and ensuring an integrated information system. This also require knowledge and considerations for the organizational digital platforms (such as eTools and other platforms) and their implications on the information management systems, as well as their applicability in the sensitive context of Myanmar. It should also be noted that Activity info has been rolled out among the Clusters in 2023, including those that UNICEF leads. While UNICEF Myanmar has enjoyed solid national capacities in the areas of information management and monitoring, there is a need for expanded technical capacity to lead the office-wide efforts for an integrated and streamlined system that does not add unnecessary burden on UNICEF's programme staff and implementing partners.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

Under the general supervision of the Chief of Planning, Monitoring and Evaluation, working closely with Monitoring Officer (PME), and coordinating with all the relevant Sections, Units and Offices of UNICEF Myanmar, the Monitoring Specialist (HPM and Data Strategy) will perform the key responsibilities listed below, in view of establishing a Programme Data and Information Management System for UNICEF Myanmar that is agile and sustainable.

1. Develop a plan / strategy and provide technical oversight to the implementation to enhance Programme Data and Information Management system for UNICEF Myanmar

- Coordinate with programme sections, Emergency Unit (clusters as needed through Emergency Unit) as well as PME section to identify the programme monitoring and data environment and requirements.
- Provide concrete technical input and overall office guidance related to programme information and data management throughout UNICEF's programme cycle, e.g. the planning, monitoring and reporting processes.
- Working closely with Monitoring Officer, lead and guide the analysis of programme monitoring data in a way that is useful to inform decision making and programming, with attention to the unique context of Myanmar.
- Provide necessary technical input to the planning milestones and multiple planning timelines; and identify entry points to strengthen programme monitoring system.
- Oversee and provide technical oversight to the creation of accurate, quality and timely programme data products that are in line with UNICEF organizational standards and style guides.

2. Assist in the development of Office capacities for humanitarian monitoring and information management with special attention to ensuring programme data is properly collected, analyzed and utilized to inform programming and decision making

- Provide support and technical oversight to ensure accurate data processing including organizing, cleaning, triangulating, evaluating and validating the programme monitoring data.
- Identify areas for greater efficiency (such as automation and online dashboards) and effectiveness in programme data management while ensuring data quality.
- Explore way in which monitoring and information management capacities are more effectively utilized and contribute to the programme data system, rather than them focusing on delivering (one-off) products or reporting.
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3. Provide guidance and technical support to ensure it has useful, reliable, and sustainable Programme Data and Information Management System

- Review the existing technical capacities and identify ways to maximize the current capacities as well as areas of enhancement to ensure sustainable management and utilization of programme monitoring and information management system.
- Provide oversight and support to enhancing the office staff capacities, above and beyond information management and monitoring capacities. This should take into account capacities of data users such as management.

4. Networking and inter-agency partnership

- As requested, exchange information and/or provide support to implementing partners, UN system partners and other stakeholders in the CO in the area of information management.
- Build and sustain effective close working partnerships with relevant UNICEF offices, other UN agencies,
- Participate in appropriate meetings/events to facilitate and promote sharing of information, knowledge, experiences and best practices.

- Interact regularly with other country offices and the regional office as required.

IV. Impact of Results

The Monitoring Specialist provides technical guidance to UNICEF Myanmar to establish a streamlined programme monitoring (including HPM) system and works closely with office's monitoring and information management officers, enabling evidence-based decision-making. As an essential part of the Planning, Monitoring and Evaluation function, effective Monitoring Specialist contributes to the effectiveness and efficiency of programme implementation and supports the office in achieving its programmatic results. It also contributes to maintaining and enhancing the credibility and ability of UNICEF to fulfil Core Commitments for Children.

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

i) Core Values

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

ii) 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. Recruitment Qualifications

Education:	An advanced university degree in Statistics, Data Analysis, Information Management or Information Systems, GIS Information Technologies, Computer Science, or other field with strong quantitative training.
Experience:	A minimum of 8 years of increasingly responsible professional experience with either the UN and/or international NGOs. Proven prior experience with developing data strategy and/or building data / information systems in humanitarian situations

	<p>but also in view of nexus, with strong understanding of UNICEF monitoring framework.</p> <p>Strong knowledge of and hands-on experience in database administration, use of data collection tools such as kobo/InForm, Power BI, SPSS, STATA or R; strong technical ability in data visualization, GIS/cartographic outputs.</p> <p>Excellent communication and interpersonal skills, and the ability to work with people with diverse background including a varied level of IM-related technical knowledge.</p> <p>Experience working in complex emergency where adaptability requires is highly desirable.</p>
Language Requirements:	<p>Fluency in English is required.</p> <p>Knowledge of another official UN language or a local language is an asset.</p>