



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Monitoring Officer**
Supervisor Title/ Level: **Programme Planning and Monitoring Specialist NO-3 (Post No. 68708)**
Organizational Unit: **PPM**
Post Location: **Harare, Zimbabwe Country Office**

Job Level: **Level 1**
Job Profile No.: **123736**
CCOG Code: **1A02**
Functional Code: **RPM**
Job Classification Level: **Level 1**

II. Organizational Context and Purpose for the job

To ensure that the UNICEF Country Office has useful, valid and reliable information on

- the situation of children's and women's rights;
- the performance of UNICEF-supported programmes including their relevance, efficiency, effectiveness, and sustainability, and in emergency contexts, their coverage, coordination and coherence.

To work within the UN country team to support UNCT goals for delivering valid and reliable information on the attainment of the SDGs and other goals, and on the performance of UN-supported programmes.

To assist in the establishment of planning and monitoring tools which enhance partnership between the UNCT, government and other key players to collectively track progress on SDGs and other international commitment for children.

To assist in the development of national capacities for planning and monitoring with special attention to the interest, concern and participation of government, community, and civil society stakeholders.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- 1. Monitoring Data and Information Systems.**
- 2. Capacity Building.**
- 3. Information Sharing and Learning.**

- 1. Monitoring Data and Information.**

The Country Office has robust programme monitoring data collection and data visualization tools

and systems in place to facilitate planning, measure results and impact and manage the Country Programme.

Duties & Tasks

- Ensure that the Country Office has robust programme data collection systems and analytics in support of tracking and managing programme results, partnerships and budgeting
- Support development and maintenance of office-wide databases to manage key programme data, to support Country Office programme planning and monitoring
- Establish and develop programme data visualization systems to support the Country Office management in tracking and managing the Country Programme
- Provide clear and concise programme data visualization products (e.g. maps, dashboards, infographics and financial/resource analyses) to UNICEF managers and partners.
- Support the programme sectors in development and maintenance of databases to manage key programme data, to support planning and monitoring, and ensure linkages with national information management systems.
- Establish and develop programme data visualization systems to enable the sector programmes in managing and reporting on sector programming
- Support production of sector data reports
- Produce monitoring data reports to support office-wide reviews and decision-making
- Support strengthening and scale-up quantitative and qualitative Field Monitoring and accountability to beneficiaries at all stages (design, collection, analysis, and visualization of data), including through quality assurance and production of regular reports.
- Support establishment and maintenance of Accountability to Affected Populations data collection and visualization systems for enhanced office accountability
- Support the transition to use of E-tools Field Monitoring Module for programmatic visits
- In humanitarian response situations, coordinate data-collection systems and consolidate humanitarian performance monitoring efforts.
- Produce humanitarian data for emergency reporting (SitReps)

2. Capacity Building

Ensure that the information and monitoring capacities of Country Office staff and national partners – government and civil society – are strengthened enabling them to increasingly engage in and lead processes.

Duties & Tasks

- Promote the awareness and understanding of the shared responsibility of the information and monitoring function among all staff members through communication, training, learning and development activities organization-wide.
- In close collaboration with partners, ensure that a capacity building strategy for UNICEF/UN staff national partners and institutions exists.
- Collaborate to implement capacity building strategies as a joint commitment with other developmental partners. Utilize a range of appropriate skills building strategies including self-learning, seminars and workshops and practical experience in order that UNICEF and UN staff have the basic knowledge and skills in understanding and applying new programme monitoring policies, tools, methods to fulfil their responsibilities. Similarly, design and implement strategies suited to the skills needs of national partners.
- Actively seek partnerships with knowledge institutions for the identification of capacity gaps and development of strategies to address them.

3. Information Sharing and Learning

Ensure that the UNICEF office is effective in information management and sharing of information in a way that both contributes to and benefits from organizational learning.

Duties & Tasks

- Support the Country Office in documenting key updates and decisions emanating from management team meetings (PMT, CMT, EMT, AR, MYR, MTR etc.).
- Support the country office's Data and Information Management agenda, in order to

continuously adapt programmes and improve effectiveness based on evidence of successes and failures.

- Document the development of effective methods and platforms to standardize and share data and information and disseminate internally and externally
- Partner with the Regional Planning and Monitoring team to ensure that current and accurate data, information and monitoring initiatives are included in regional reports, multi-country studies, and knowledge sharing networks.
- Coordinate with other UN agencies in the country and share lessons on information data, management and coordinate in supporting partners.

IV. Impact of Results

The effective support provided by the Programme Planning and Monitoring Specialist to the careful planning and monitoring activities of the office and with partners directly impacts on programme design and implementation quality, delivery of sustainable results, and promoting national ownership and accountability for programme management.

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

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:	University degree in in social sciences, statistics, planning development, planning or any other relevant field of discipline.
Experience:	<ul style="list-style-type: none"> • Professional work experience in programme development and implementation including programme planning and monitoring activities as follows: Level 1 – One year of relevant professional work experience. Developing country work experience (for IP) or field work experience (for NO) • At least one instance of exposure to emergency programming, including preparedness planning. Active involvement in a humanitarian crisis response programme preferred.

	<p>Technical Knowledge</p> <p>a) Specific Technical Knowledge & Competencies Required (for the job)</p> <ul style="list-style-type: none"> • Knowledge and professional technical knowledge/expertise of data, information management and monitoring • Emerging international good practice in data, information management and monitoring <p>b) Common Technical Knowledge Required (for the job group)</p> <ul style="list-style-type: none"> • Professional technical knowledge/expertise in demography, statistics, and data management. • Professional technical knowledge/expertise in methodology of data, information management and monitoring, including theories, standards and models, quantitative/qualitative/mixed methods, validity/reliability testing of data, data analysis and interpretation, and statistical inference methods. • Professional technical knowledge/expertise in activity monitoring, data analysis, and reporting. • Gender equality and diversity awareness
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

VII. Child Safeguarding Risk Assessment	
Is this position considered as 'elevated risk role' from a child safeguarding perspective?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, check all that apply
Direct contact role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate the number of hours/months of direct engagement with particularly vulnerable children
Safeguarding response role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

VIII. PPM Structure

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    CPM["Chief Planning & Monitoring  
67300  
P-4  
RR"]
    SPA["Senior Programme Associate (HACT)  
107246  
G-7  
RR"]
    TDO["Technology for Development Officer  
107248  
NO-2  
RR"]
    PMS1["Planning & Monitoring Specialist  
68708  
NO-3  
OR"]
    PMS2["Planning & Monitoring Specialist  
42771  
NO-3  
OR"]
    PBO["Programme Budget Officer  
47273  
NO-2  
OR"]
    PS1["Partnerships Specialist  
68735  
NO-3  
RR"]
    MO1["Monitoring Officer  
UNV  
OR  
(Existing)"]
    IPO["Implementing Partnerships Management Officer  
118587  
NO-1  
OR"]
    MO2["Monitoring Officer  
123736  
NO-1  
OR  
TA"]
    RO["Reports Officer  
118573  
NO-1  
OR"]

    CPM --- SPA
    CPM --- TDO
    CPM --- PMS1
    CPM --- PMS2
    CPM --- PBO
    CPM --- PS1
    PMS1 --- MO1
    PMS1 --- IPO
    PMS1 --- MO2
    PS1 --- RO
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Legend:

No change	Establish	Abolish
Change Title	Change Reporting	Change Funding
UNV	Vacant	Upgrade
Matrix Management	Incumbent in Lien of Post	T/A