

**UNITED NATIONS CHILDREN’S FUND JOB PROFILE**

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| **I. Post Information** | |
| **JOB DESCRIPTION TYPE:** Specific Job Description  **POST NUMBER/ CASE NUMBER:** LEB21033 **POST/CASE NUMBER OF SUPERVISOR**: Deputy Representative Programme P5  **REASON FOR CLASSIFICATION:** Establish  **REGION/DIVISION:** MENA  **COUNTRY:** Lebanon  **DUTY STATION:** Beirut  **UNIT:**  Planning, Monitoring & Information | **CATEGORY:** IP  **PROPOSED LEVEL:** P4  **JOB TITLE:** Chief Planning & Monitoring  **Functional Code:** RPM  **ICSC CCOG Code:** 1M06 |

# 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.

# Strategic office context:

The Planning, Monitoring & Information section of UNICEF Lebanon Country office is responsible for:

* The performance of UNICEF-supported programmes including their relevance, efficiency, effectiveness, and sustainability, and in emergency contexts, their coverage, coordination and coherence.
* To support the programme team in the planning and monitoring of the various Humanitarian Appeals for Children (HAC), Lebanon Response Plan (LRP) and other appeal documents to ensure full alignment,
* To assist in the establishment of monitoring tools which enhance integrated programmes, coherence, including with government and other key players to collectively track progress on international commitments and national commitments for children.
* To assist in the development of national capacities for monitoring and research, with special attention to the interest, concern and participation of government, community, civil society stakeholders and affected populations.

Under the guidance and supervision of the Chief of Planning, Research, Information, Monitoring and Evaluation-PRIME (P5), the Planning and Monitoring Specialist is responsible for programme planning, monitoring and reporting function; and for strengthening results based management of the country programme at national, sectoral and decentralized levels.

**Purpose for the job**:

Under the guidance and supervision of the Deputy Representative Programmes (P5), the Chief Planning & Monitoring is responsible for programme planning, monitoring and research functions; and for strengthening results-based management of the country programme at national, sectoral and decentralized levels.

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| **III. Key function, accountabilities, and related duties/tasks** | | |
| Programme planning and implementation  * + Prepares the elaboration of the new country programme and ensure adequate programme documentation for the Country Programme Recommendation (CPR) and related documents such as CPD, CPMP, and others, ensuring consistency with UNICEF Strategic Plan, national priorities, sectoral strategies and goals.   + Manage the overall office planning process, including provision of guidance and technical assistance to programme and operation sections in development of annual workplans and the annual management plan, including Humanitarian Action for Children (HAC) planning.   + Coordinates development of the workplans for the programme sector for the improvement of the situation of children and women; Ensures RWPs are coherent and realistic and fully aligned to the multiple HACs and interagency planning tools.   + Assists government and other partners to plan the implementation of programmes. Identifies training needs for the purpose of capacity building and sustainability of programme.   + Ensure the section RWPs to fully incorporate all learning and evidence generated including the mainstreaming of cross-cutting issues such as Gender, Inclusion, Accountability to Affected Populations, private Partnerships, etc.  Monitoring and Reporting  * + Provide technical guidance on the Situation Analysis for the relevant programme areas and its periodic updates by monitoring and analyzing the social, political, and economic trends in the country, as they affect women and children. Supports with Frequent Monitoring of the situation as appropriate.   + Coordinates regular internal programme monitoring and ensures that internal procedures and common monitoring quality standards are continuously adhered to. Also ensures that office performance management indicators are continuously monitored.   + Undertakes field visits to monitor and evaluate programme implementation, as well as conduct periodic programme reviews with government counterparts and other partners. Identifies problems or alternative courses of action to accelerate/improve programme delivery.   + Manage the adoption of all Accountability to Affected Populations requirements into UNICEF PMI functions in close collaboration with DepRep, AAP Specialist and Chief SBC.   + Ensures quality and timely corporate reporting requirements, including Sitreps, donor reports and annual reports (COAR). Ensures that programme results are adequately and accurately reflected in such reports.  Capacity Building, Coordination and Networking | | |
|  | * + Ensures Results-Based Management (RBM) and evidence-based planning and monitoring capacities of the Country Office staff and national partners – government and civil society – are enhanced to meet the requirements of their positions |  |

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|  | * + Ensures the office is linked to wider UNICEF PMI developments in a way that both contributes to and benefits from organizational learning on effective planning and monitoring management. |  |
| Research and Situation Monitoring  * + In coordination with other stakeholders, support the collection of Sustainable Development Goals (SDGs) and other key social development indicators (through MICS or other surveys) to improve national planning.   + Support partners in the establishment and management of national statistical databases (e.g., DevInfo), ensuring that key indicators are readily accessible by key stakeholders. Potential uses include the Situation Analysis, Common Country Assessment, Early Warning Monitoring Systems, and Mid-Term Reviews.   + Develop collectively a Situation Monitoring and Assessment system owned by all key partners which supports the preparation of country level statistical and analytic reports on the status of children’s and women’s rights issues; and which allow, when opportunities emerge, to influence developmental and social policies. To include technical support to global reporting obligations including national reports on progress toward the SDGs, and toward CRC and CEDAW fulfilment. | | |

**V. Impact of Results**

1. **Describe the type of decisions regularly made and the impact of those decisions.**

Technical and administrative decisions are regularly made on programme planning to ensure that effective and timely programme delivery meets targeted goals and objectives.

1. **Describe the type of recommendations regularly made and why they are important.**

Makes recommendations on programme/project plan feasibility and management; linkages with other sectors, reprogramming and adjustments, external technical assistance and resource requirements.

1. **Describe the most damaging error(s) that could be made in the performance of the work and their consequences.**

Inappropriate programme planning will lead to ineffective implementation of the programme, thus impeding the achievement of goals and objectives, and misuse of financial resources.

Ineffective coordination with government and other partners will negatively affect the implementation and acceptability of UNICEF intervention.

**VI. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)**

**Core Values**

* Care
* Respect
* Integrity
* Trust
* Accountability

**Core Competencies**

* Nurtures, Leads and Manages People (2)
* Demonstrates Self Awareness and Ethical Awareness (2)
* Works Collaboratively with others (2)
* Builds and Maintains Partnerships (2)
* Innovates and Embraces Change (2)
* Thinks and Acts Strategically (2)
* Drives to achieve impactful results (2)
* Manages ambiguity and complexity (2)

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| **VII. Recruitment Qualifications** | |
| Education: | * An advanced university degree (Master’s or higher) in one or more of the following fields is required: social sciences, statistics, planning, Information systems and development, or another relevant field. |
| Experience: | * A minimum of eight years progressively responsible professional work experience at national and international level in social development, programme planning and management, monitoring and evaluation. * Technical knowledge and experience in UN/UNICEF planning cycle and Results-Based Management approach is required, while knowledge of gender-transformative programmes and applying robust Accountability to Affected Populations (AAP) mechanisms would be a distinct advantage. * Experience in developing and managing new country programmes and related documents including programme strategy notes will be considered an asset. * Extensive experience managing big teams is required. * Professional technical knowledge/expertise in planning, monitoring, and country level annual reporting i.e. RAM, and COAR is required |
| Language Requirements: | * Fluency in English is required. Knowledge of the local language is an asset. |