



UNICEF

United Nations Children's Fund

Job Profile

I. Post Information

Job Title: ICT Officer (Senior Quality Assurance)
Supervisor Title/Level: ICT Specialist (MIS), P-3
Organizational Unit: PMU, Yemen Country Office
Post Location: Yemen CO, O/P Amman Jordan

Job Level: NO-2
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level: (For non GJP)

II. Organizational Context and Purpose for the Job

UNICEF is a leading humanitarian and development agency working globally for children rights. Child rights begin with safe shelter, nutrition, protection from disaster and conflict and traverse the life cycle. UNICEF strive to ensure that all children are born alive, stay safe and keep learning.

The Emergency Cash Transfer Project (ECTP) targets 1.5 million vulnerable beneficiary cases (over 9 million people) across all Yemen districts and governorates with unconditional cash transfers in response to the socio-economic crisis. The ECTP is being rolled out nationally by UNICEF as the executing agency, with funds and technical assistance from the World Bank through the International Development Association. UNICEF has established a Project Management Unit (PMU) with staff members operating in Yemen and Jordan, to oversee the implementation.

Thanks to the project success, established networks and protocols, PMU is now implementing the emergency teacher incentives (ETI) which foresees quarterly payments to about 136 thousand teachers and support staff in addition to other cash incentives projects.

Cash Incentive projects require the implementation of Management Information System (MIS) solutions that support the necessary emergency payment delivery functionality and ensure the security of beneficiary data. The solutions rely heavily on technology and use agile methodology and open source, i.e., cloud IaaS, Linux (CentOS), Postgres, JEE, Kibana and Trello. The poor ICT infrastructure in Yemen and especially the challenges in terms of connectivity, required the use of a distributed solution running mobile-MIS that replicate the deltas to cloud based IaaS main-MIS.

Purpose for the job: The purpose of this engagement is the maintenance, upgrade and full operation of the MIS and supervising Quality Assurance team.

III. Key functions, accountabilities and related duties or tasks

Summary of the key functions, accountabilities and related duties or tasks include:


1. **MIS maintenance and upgrades:** Fully functional MIS solution, both Main-MIS and Mobile MIS as well as data exchange with other providers;
 2. **MIS design:** Work with program specialists to understand requirements and design new features;
 3. **Complement and update documentation:** Meet software development best practices quality standards;
 4. **Any other related tasks.**
1. **MIS maintenance and upgrades:**
 - 1.1 Analyze business and functional requirements and design test cases and scenarios to prove an implementation fulfills its functional requirements, ensuring compliance with testing standards;
 - 1.2 Design and write automated and manual test scripts and functions based on approved functional specifications and testing strategies;
 - 1.3 Assist in testing of prototypes or proof-of-concept efforts, ensuring that applicable quality attributes are met;

1.4 Create and execute functional and performance tests to validate systems and services against functional and performance requirements and platform interoperability; 1.5 Create and maintain technical documentation; 1.6 Participate in all phases of the incident, problem, and change management processes; 1.7 Research technologies, systems and products to meet the functional and performance testing needs for quality assurance.
2. MIS design: 2.1 Work with colleagues from other sections to collect business and functional requirements and design MIS features; 2.2 Design / review UI mockups and user stories; 2.3 Ensure all features are developed according to requirements.
3. Complement and update the technical documentation to meet quality standards: 3.1 Ensure all features are complete with related documentation; 3.2 Complement and enhance database, code and technical documentation to meet quality standards.
4. Any other related tasks: 4.1 Perform any related tasks requested by the direct supervisor or senior management.

IV. Impact of Results
<p>ICT underpins UNICEF entire operations, ICT is the backbone for the delivery of results. This role enables the provision and operations of Emergency Cash Transfers in Yemen in timely, secure and safe manner and in turn enable UNICEF to meet the goals as stated in the Country Programme Document, work plans and project charter.</p> <p>Any failures will affect the office daily operations and likely, the counterparts and implementing partners. Failures may as well, affect UNICEF ICT environment globally and possibly have legal or financial repercussions and potentially affect UNICEF brand and reputation.</p>

V. Competencies and proficiency (level) requirement: (based on UNICEF Competency Framework , listed in alphabetical order)	
<u>Core Values:</u> <ul style="list-style-type: none"> • Commitment; • Diversity and inclusion; • Integrity. <u>Core competencies:</u> <ul style="list-style-type: none"> • Communication (1); • Drive for results (1); • Working with people (1). 	<u>Functional Competencies:</u> <ul style="list-style-type: none"> • Analyzing (2); • Applying Technical Expertise (2); • Formulating Strategies & Concepts (1); • Planning and Organizing (1).

VI. Qualifications	
Education:	University degree (Bachelor or higher) in computer science, software engineering, information technology related areas. Professional quality assurance or software development certification is an asset.
Experience:	<p>Minimum two (2) years of relevant professional experience in Software Development as Quality Assurance Officer with experience in UI/UX design, automated testing, CentOS Linux, Postgres, Java Enterprise Edition, RESTful Web Services in large national or international entities.</p> <p>Ability to work with a team as well as independently in a multi-cultural and gender-sensitive environment.</p>
Languages:	Fluency in English is required. Knowledge of another official UN language is an asset.

VII. Certification		
Supervisor <u>Name:</u> Christian Alvarez	<u>Signature:</u>  <hr/>	<u>Date:</u> 26 January 2020
Head of Office <u>Name:</u>	<u>Signature:</u> <hr/>	<u>Date:</u>