



SPECIFIC JOB PROFILE

I. Post Information

Job Title: Beneficiary Data Officer
Supervisor Title/Level: Beneficiary Data Specialist (P3)
Organizational Unit: Cash Implementation Unit, Social Policy
Post Location: Port Sudan, Sudan

Job Level: NOA
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

II. Strategic Office 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:

Early childhood is a particularly precarious time for children in Sudan due to high under 5 mortality rates, poor health and nutrition outcomes, and extreme vulnerability to child protection concerns. Approximately 76 per cent of infants do not make it past their first year of life in Sudan, and although there has been a steady decline in the infant mortality rate in Sudan, it consistently remains higher than the African average. Children who make it past infancy are highly susceptible to communicable diseases particularly diarrhea, malaria, and acute respiratory infections, which are compounded by malnutrition which is the single largest risk factor of mortality and illness in early childhood. Additionally, poor birth registration rates present barriers to healthcare access for children which can exacerbate healthcare deprivation. Lack of birth registration also makes children vulnerable to neglect, deprivation and abuse of the human rights throughout their lives due to lack of recognition by the state. Children are at risk of violence in the home in early childhood, and children with disabilities face even further discrimination and deprivation.

Mortality in child's early years (0-5 years) can be attributed to multiple causes. As a result, child mortality indicators are widely utilized as a key markers of overall population well-being,

inequality, and service provision, quality and use for a variety of public services. According to MICS survey 2014, 48 per cent of all under 5 deaths in Sudan occur within the first month of life, and 76 per cent occur within the first year (28 per cent of which occur between 2-11 months). Only 24 per cent of deaths occur between 12-59 months.

In April 2021, UNICEF Sudan Country Office (SCO) launched a new Mother and Child Cash Transfer Plus (MCCT+) in two eastern states of Kassala and Red Sea States, with the funding support from KfW/BMZ. MCCT+ is an integrated social protection programme for pregnant women and children during the first 1,000 days of life. MCCT+ builds on UNICEF's ongoing support to primary health care (PHC) facilities which serve as the platforms for an integrated package of services and support to vulnerable women and children. The programme is expected to contribute to a reduction in child and maternal mortality and malnutrition through improved family practices and access to essential services for to first 1,000 days of life.

MCCT+ was originally designed as a government programme implemented by the Ministry of Social Development, the ministry responsible for social protection in Sudan, with UNICEF technical and financial support. In light of the October 2021 military takeover, the programme is being reoriented as a nexus programme implemented by UNICEF with support from frontline workers including social workers, midwives and health and nutrition staff.

To date, the MCCT+ programme has successfully enrolled approximately 52,000 women benefiting 312,600 individuals in 4 localities in Kassala and 5 localities in Red Sea state. In early 2024, UNICEF will expand the programme to reach an additional 30,000 pregnant women in additional states. In this expansion, UNICEF will collect data through KoboCollect and import this data into HOPE, UNICEF's management information system for humanitarian cash programme operations.

Purpose for the job:

Under the general guidance of the supervisor, the incumbent is responsible for delivering timely beneficiary data management services while upholding UNICEF data protection policies.

III. Key functions, accountabilities and related duties/tasks:

1. Grievances data oversight, Reporting and Third-Party Monitoring

- If required, provide technical oversight on the ToRs of the Third-Party Monitoring, assessment of technical proposal based on agreed criteria, and selection of the third party for verification of existing payees' lists
- Draft process and output monitoring report based on data available in HOPE and TPM sources
- Support SLCO section in drafting programme monitoring report when required
- Coordinate partners grievances management work by supporting the documentation of grievances management in HOPE system

2. Data Processing and Analysis

- Write, manage, and update scripts in python and other relevant language to consolidate, parse, clean and prepare external personal data sources for import in HOPE
- Consolidate different data sources such as KoBo registration surveys, RapidPro surveys, payment records in CashAssist, post-distribution monitoring (PDM) surveys and other monitoring data (such as market monitoring, grievance and feedback data,

<p>etc.) for the purpose of data analysis and data comparison, including longitudinal comparisons</p> <ul style="list-style-type: none"> • Perform advanced statistical analysis for report writing, including data analysis tables and visual representation of findings • Detect individual record flagged as error upon import in HOPE and perform adequate correction based on programmatic instructions • Spot check and ensure quality of data stored in HOPE and in other digital platform for the case of programmatic non personal data

IV. Impact of Results
<ul style="list-style-type: none"> • Beneficiaries grievances are handled in a timely manner • Monitoring and reporting function is performed for Cash transfer project • UNICEF Data Protection Policy and Information security standards are upheld

V. Competencies and level of proficiency required	
<p><u>Core Values attributes</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability <p><u>Core competencies skills</u></p> <ul style="list-style-type: none"> • 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) <p><u>Functional competencies</u></p> <ul style="list-style-type: none"> • Applying Technical Expertise (2) • Analyzing (2) • Formulating Strategies and Concepts (2) • Planning and Organizing (2) • Deciding and Initiating Action (2) • Adapting and Responding to Change (2) • Coping with Pressure and Setbacks (2) • Relating and Networking (2) 	

VI. Recruitment Qualifications	
Education:	Bachelor's degree in information technology, social science or a related field complemented with relevant industry certifications and work experience.
Experience:	2 years of professional work experience of data or humanitarian program/project management experience, including with multiple stakeholders. Experience in emergency contexts desirable.
Knowledge and skills:	<ul style="list-style-type: none"> • Experience in implementing humanitarian cash transfers programme • Experience in beneficiary data system for humanitarian cash transfer at field level • Experience in business operation environments with a proven track record of interfacing with multiple stakeholders (internal and external) and successful project completion • Experience in working with UN agencies or NGOs (UNICEF experience preferred) at interagency level • Detailed knowledge of the project lifecycle and fluency in project management methodologies • Experience collaborating across multiple functions and working with operational subject matter experts, technical resources and architecture teams. • High motivation, and dedication to deliver results within strict timeframes.
Language Requirements:	Fluency in English and Arabic is required.