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|  | **UNITED NATIONS CHILDREN’S FUND****JOB PROFILE** |
| **I. Post Information** |
| Job Title: **Information Management Officer, SUD 24077 (#128702)**Supervisor Title/ Level: **Planning and Monitoring Specialist, Level 3 SUD 24030 (#128662)**Organizational Unit: **PRIME**Post Location: **Port Sudan** | Job Level: **NOB**Job Profile No.: 60000102CCOG Code: **1M06**Functional Code: RPMJob Classification Level: **Level 2** |

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| II. Organizational Context and Purpose for the job |
| Under the guidance of the Planning and Monitoring Specialist (direct supervisor), and in close collaboration with PRIME section (dotted line to Monitoring and Data Manager in PRIME in Port Sudan), the Information Management Officer provides support to UNICEF for information management for development and humanitarian programming. The IMO provides professional technical, operational and administrative assistance throughout the IM, planning and monitoring process, at the field office level, preparing, executing, managing and implementing a variety of technical and administrative tasks to contribute to planning, implementation, oversight, data and information management and reporting to ensure that programmes are carried out and monitored according to national and field office plan, including according to agreed quality criteria and schedule.**Purpose for the job** The Information Management officer will: 1. support Programme Sections and closely work with the IM officers in the IM Hub, to support Cluster Coordinators in data collection and management of humanitarian information and
2. support Sudan’s Country Office establishment of an effective functioning decentralized monitoring system by enabling centralization of performance data;
3. performing the multi sector mapping of basic social services at community, locality and State level
4. provide capacity building on information management for UNICEF Sudan field offices and UNICEF national and local partners.
5. In close collaboration with Planning, Monitoring and Evaluation Specialist technical support to the process of developing and monitoring Field office Work Plans, including reporting on progress of the equity and gender marker as outlined in the Programme Policy and Procedures Guidance.
6. Provide technical support in organising and managing annual/mid-year/mid-term/end term field office and country programme reviews ensuring consistency with objectives and goals set out in the field office workplans, national workplans and contribute to the Annual Management Plan.
7. Monitor follow-up actions based on management decisions resulting from Field Office and country Office performance monitoring.
8. Provide technical support to develop and finalize partnership programme documents PDs at the field office, quality assurance of the PD results frameworks and workplans in line with the CPD and the field office workplans.
9. Provide technical support to the development of the donor proposals at the field office level and quality assurance of the proposals results frameworks to ensure alignment with the CPD and field office workplans priorities.
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| III. Key functions, accountabilities and related duties/tasks  |
| **Summary of key functions/accountabilities:** 1. **Data and Information Management at the field office level**
2. **Innovation, knowledge management and capacity building**
3. **Lead programme planning and monitoring at the field office level**
4. **Situation Monitoring and Assessment**
5. **Programme Performance Monitoring**
6. **Planning and Monitoring Capacity Building**
7. **Networking and partnership building**
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| **Data and Information Management at the field office level**1. Lead IM function at the Field Office Level in close coordination with PRIME Section.
2. Responsible for leading and managing the collection, analysis and sharing of information essential for field and section staff to make informed, evidence-based, strategic decisions.
3. Monitor and ensure the quality of the field work and data management during the implementation phase, and the quality of the analysis and ease of understanding during the report writing phase.
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| **Innovation, knowledge management and capacity building:**1. Identify, capture, synthesize and share lessons learned from the field office monitoring efforts, for integration into the broader office knowledge development planning and management efforts. Ensure innovations are sought and implemented for planning and monitoring, especially with use of digital technology for data collection and analysis.
2. Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders
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| **Situation Monitoring and Assessment**1. Ensure that the field office have timely and accurate measurement of change in conditions in the field office, including monitoring of socio-economic trends and the state’s policy, economic or institutional context, to facilitate planning and to draw conclusions about the impact of programmes.
2. Support national partners in the establishment and management of sub-national statistical databases, (e.g socio-economic profiles) 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.
3. Support a collectively Situation Monitoring and Assessment system owned by all key partners at the field office level which supports the preparation of field level statistical and analytic reports on the status of children’s and women’s rights issues.
4. In humanitarian response situations, provide professional support for one or more rapid assessments (inter-agency or independently if necessary) to be carried out within the first 48-72 hours.
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| **Programme Performance Monitoring**1. In close collaboration with the PRIME section in Port Sudan, ensure that the Field Office has quality information to assess progress towards expected results established in annual work plans.
2. Support the programme components at the field office level to effectively monitor and report on the intersectoral programme results, cross sectoral programme component results and field office results to facilitate programme coherence and convergence where appropriate.
3. Contribute to development of programme monitoring framework for the field office, in line with the national level programme monitoring framework, including technical backstopping to the field team for convergent programming.
4. Provide technical support to ensure that a set of programme performance indicators is identified and adjusted as necessary at the field office level, with inputs of all concerned partners in the context of the multi-year and annual Integrated Monitoring and Evaluation plans, and the field office Work Plans.
5. Coordinate with partners to ensure that monitoring systems at the field office level are properly designed, and that data collection and analysis from field visits are coordinated and standardised across programmes to feed into to programme performance monitoring, with special attention to humanitarian response.
6. Drawing on monitoring and analysis of key program performance and management indicators, provide professional input to field office management reports, including relevant sections of the annual reports.
7. Act as the field office focal point for any national-based planning, monitoring and evaluation initiatives and facilitate data collection and field visits by external evaluations if required.
8. Support UNICEF-supported evaluations at the field office level as necessary. Monitor and ensure the quality of the field work and data management during the implementation phase, and the quality of the analysis and ease of understanding during the report writing phase.
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| **Planning and Monitoring Capacity Building**1. In close collaboration with the PRIME Section in Port Sudan, ensure that the Planning and monitoring capacities of Field Office staff and national partners – government and civil society – are strengthened enabling them to increasingly engage in and lead monitoring and evaluation processes.
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| **Networking and partnership building:**1. Build and sustain effective close working partnerships with government counterparts and national stakeholders at the field office level, through active sharing of information and knowledge and build their capacity for planning and implementation.
2. Participate in appropriate inter-agency meetings/events with inter-agency partners/colleagues at the field office level as necessary.
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| IV. JOB GRADE FACTORS  |
| 1. Acts in a support role for substantive part of the functional area in a Field Office. May be responsible for implementing small-scale IM, monitoring and/or evaluation activities at project and activity level.
2. The nature of work is primarily conceptualization, analysis, interpretation, and problem identification, leading to drawing methodical conclusion and making analytical/operational recommendations.
3. The work requires assuming active team member or substantive contributor role.
4. The work requires efforts to build partnership for engagement with counterpart and immediate customers, as well as ability to liaise with knowledge institutions.
5. Performance is measured by the scope of functional/technical areas, professional foundation, the degree and quality of engagement, supportive efforts, exposure to risk, responsiveness, working relations with colleagues and collaborators in the same field of work or clients in the direct contact.
6. The impact of work affects delivery of products/services, as well as performance of systems, processes and team(s).
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| V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles) |
| Core Values * Care
* Respect
* Integrity
* Trust
* Accountability
* Sustainability

**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)
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| **VI. Recruitment Qualifications** |
| Education: | A university degree in one of the following fields is required: Information Management or Information Systems, GIS Information Technologies, Computer Science, Social Sciences social sciences, statistics, planning development, planning. |
| Experience: | * A minimum of 2 years of professional experience in information management, data management, geographical information systems, assessments, situation analysis and/or PM&E with the UN and/or NGO is required.
* Experience in demonstrating strong information management skills in a professional context is essential for this post.
* Experience in a humanitarian context is an asset.
* Experience working in the development or humanitarian coordination system is considered an asset.
* Extensive work experience outside the humanitarian sector which is relevant to this post may be considered in lieu of humanitarian experience. Such experience should elicit demonstrated ability to adapt to change, working under pressure & unusual circumstances such as missing data/gaps.
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| Language Requirements: | Fluency in English and Arabic is required. Knowledge of another official UN language (Chinese, French, Russian or Spanish) is considered an asset |