



UNITED NATIONS CHILDREN'S FUND  
SPECIFIC JOB DESCRIPTION

## I. Post Information

<b>SENDER:</b> Laura Toribio <b>JOB DESCRIPTION TYPE:</b> Specific Job Description <b>POST NUMBER/ CASE NUMBER:</b> ARG22003 <b>POST/CASE NUMBER OF SUPERVISOR:</b> Deputy Representative P4 <b>REASON FOR CLASSIFICATION:</b> <b>REGION/DIVISION:</b> LACRO <b>COUNTRY:</b> Argentina <b>DUTY STATION:</b> Buenos Aires <b>OFFICE:</b> <b>SECTION:</b> <b>UNIT:</b> Programme	<b>CATEGORY:</b> NO <b>PROPOSED LEVEL:</b> NOB <b>JOB TITLE:</b> Planning Monitoring & Evaluation Officer <b>Functional Code:</b> RPM <b>ICSC CCOG Code:</b> 1M06
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## 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.

### **Job organizational context:**

The Planning, Monitoring & Evaluation Officer JD is to be used in a **medium sized** Country Office (CO). The Planning, Monitoring & Evaluation Officer reports to the Deputy Representative P4 for supervision.

### **Purpose for the job:**

The Officer provides professional technical, operational, and administrative assistance throughout the planning, monitoring, evaluation process preparing, executing, managing, and implementing various technical and administrative tasks to contribute to oversight and ensure that the CPD is results-oriented, developed on time, and under the quality standards of the organization.

### III. Key function, accountabilities and related duties/tasks

#### Summary of key functions/accountabilities:

1. **Setting Standards for Programme performance planning and monitoring**
2. **Support to the preparation and execution of the integrated monitoring and evaluation plan (IMEP)**
3. **Networking and partnership building**
4. **Innovation, knowledge management and capacity building**

#### 1. **Setting Standards for Programme performance planning and monitoring**

- Provide technical support as necessary to the process of developing and monitoring Annual Work Plans, including reporting on progress of the equity and gender marker as outlined in the Programme Policy and Procedures Guidance
- Provide technical support as necessary in organising and managing annual/mid-year/mid-term/end term country programme reviews ensuring consistency with objectives and goals set out in the CPD and contribute to the Annual Management Plan.
- Monitor follow-up actions based on management decisions resulting from Country Office performance monitoring and evaluation.
- Support the programme components 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.
- Contribute to development of programme monitoring framework for the learning zones including technical backstopping to the field team for convergent programming.
- Provide technical support to programme sections to effectively monitor and report on the intersectoral programme results.
- To suggest mechanisms to improve reporting process in close collaboration with T4D colleagues
- Support planning and financial monitoring of the program area in close collaboration with the operations area.
- Support the planning and monitoring of interagency work, in particular the planning, monitoring and reporting of the UNSDCF and joint programs.
- Keep the UNINFO updated

## **2. Support to the preparation and implementation of the integrated monitoring and evaluation plan (IMEP)**

- Participate in evaluation planning and discussions and support the development and completion of IMEP through research, collection, analysis and reporting of evaluation related information/data to facilitate integrated evaluation planning and priority and goal setting.
- Provide technical and operational support throughout the evaluation process by executing/administering a variety of technical, operational and administrative transactions, preparing related materials/documentations and complying with organizational processes and management systems, to support evaluation results based planning (RBM) and monitoring and assessing results.
- Prepare required documentations/materials/data to facilitate evaluation planning, implementation and reporting.

## **3. Networking and partnership building**

- Provide technical and operational support to a wide range of stakeholders and evaluators on UNICEF and UNEG policies, practices, standards and norms.
- Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate evaluation and build their capacity for evaluation planning and implementation.
- Participate in appropriate inter-agency (UNCT) meetings/events on evaluations to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation and to integrate and harmonize UNICEF position and strategies with the UNDAF development and planning process.

## **4. Innovation, knowledge management and capacity building**

- Identify, capture, synthesize and share lessons learned from evaluations for integration into broader knowledge development planning and management efforts.
- Research and report on best and cutting-edge practices for development planning of knowledge products and systems for evaluations.
- Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.
- To coordinate internal and external knowledge management strategy
- Build UNICEF' s organizational capacity to do knowledge management effective
- Embed learning from experience and use of knowledge and evidence in UNICEF's programming and business processes.
- Strengthen UNICEF ability to exercise its technical leadership externally and effectively engage in knowledge exchange with partners for mutual learning and achievement of rights and results for children.

## **IV. Impact of Results**

The efficiency and efficacy of support provided by the Officer to the CMT and wide range stakeholders contribute to the successful CPD planning and execution efforts that in turn result in improved country office and national stakeholders' development planning, performance and achievement of concrete and sustainable results.

Effective planning and monitoring functions enhances UNICEF's capacity and credibility in delivering highly effective programs and concrete and sustainable results that directly improve services to mothers and children in the country.

## V. 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 (1)
- 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)

## VI. Recruitment Qualifications

Education:	A University Degree in industrial engineering, development planning, statistics, economics and/or any related field.
Experience:	A minimum of 2 years of professional experience in social development analysis and programming at the international and/or in a developing country is required. Relevant experience in program/project monitoring and evaluation in a UN system agency or organization is an asset. As well as the management of SAP platform.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or a local language is an asset