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

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| **I. Post Information** |
| Job Title: **Information Management Officer**Supervisor Title/ Level: **Chief Social Policy**Organizational Unit: **Social Policy and Social Protection Section**Post Location: **UNICEF Country Office** | Job Level: **NO-2 – Temporary Appointment**CCOG Code: Functional Code: **PMA**Job Classification Level: NOB |

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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:** This Job Profile for the Information Management Officer (Temporary Appointment) is to be used at the UNICEF Jordan Country Office, Social Policy and Social Protection programme section. This role encompasses a wide range of functions in information management and contributes to programme monitoring, planning, and reporting. Depending on the context, the focus may vary, with some areas requiring more in-depth attention. Additionally, there may be other responsibilities not outlined in the Job Description; these can be specified in work plans and/or individual performance plans as needed.**Purpose for the job**: Under the supervision of the Chief of Social Policy, the Information Management Officer provides substantive technical guidance on information management and monitoring systems that supports data-driven programming, decision-making and advocacy for the Social Policy and Social Protection Section. This role is crucial in ensuring that data and evidence drive programmatic decisions, especially during times of rapid change and uncertainty, fluctuating funding scenarios, and evolving national priorities. The work of the IM Officer contributes to ensure that the most vulnerable populations' access to social protection services is accurately tracked and analyzed. This data-centric approach supports a human-rights and equity-based framework for all programmatic activities of the Social Policy and Social Protection section.The officer leads and enhances information management and program monitoring for the Social Policy and Social Protection Programmes. This includes overseeing “Bayanati”, the real-time monitoring system for the Social Protection activities directly implemented by UNICEF, like the Makani Programme. Additionally, the officer develops and implements data and information management systems and capacity-building plans for UNICEF staff and partners, aligning with Country Programme priorities and the National Social Protection Strategy and other policy reforms.The post will also support innovations in information systems and use of information for improved decision making, planning and tracking of interventions for children, ensure accountability to affected population and contribute to the preparation and dissemination of reports and data and information products. |

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| III. Key functions, accountabilities and related duties/tasks  |
| **Information Management (IM) Function:*** Lead the development and the implementation of the IM strategy and data collection and analysis plan that considers stakeholder information needs, complies with ethical and data protection standards, and reflects accountability to affected populations.
* Support the implementation of primary data collection, including designing questionnaires using appropriate tools as required by the programme.
* Ensure improved access to primary and secondary data sources and provide analysis that supports decision-making for the Social Policy and Protection programme, including child cash transfer programme and the Makani programme.
* Create accurate, quality, and timely information products that adhere to agreed style guides. Gather feedback on IM products to make improvements. This includes visualization products, fact sheets, dashboards, infographics, presentations, and other materials.
* Manage activities and resources related to geo data consolidation and analysis to produce relevant maps and analyses of programme geographic coverage and gaps, geographic distribution of vulnerable populations, poverty pockets, and other products using ARCGIS or other relevant tools.
* Lead discussions on data, technology, and innovative tools to collect, analyze, and utilize data for Social Policy and Protection programmes. Additional, develop action and costing plans for these tools.
* Manage partnerships and agreements with data collection and software service providers. This includes development of concept notes, terms of reference, request for proposals, contracts, service agreements, memorandum of understanding, letters of agreements, and other relevant agreements.
* Explore opportunities for data and data system integration and advise UNICEF Jordan (and other UNICEF offices and partners as required) on effective information management systems that support data-driven advocacy and decision-making.
* Ensure and maintain the quality and reliability of collected and analyzed data, and oversee data validation for Bayanati and other data collection tools.
* Lead the update and modification of Bayanati documents and manuals, SOPs, terms of use, user guidance notes, and other materials targeting users of Bayanati.

**Support to programme planning, monitoring and reporting:*** Support the process of developing and monitoring Annual Work Plans (AWP), with a focus on developing monitoring framework, definition of baselines and targets, and definition and establishment of means of verification.
* Support Social Policy and Protection monitoring efforts in close collaboration with programme focal points, national partners, and implementing partners. Ensure the progress of programme results is tracked, recorded, and communicated.
* Support the section Chief and reporting focal point in the process of generating annual/mid-year/mid-term/end-term programme reviews, ensuring consistency with objectives and goals set out in the Country Programme Document and AWP.
* Highlight challenges of programme implementation using data and evidence from programme monitoring tools (qualitative and qualitative), engage in programme backstopping discussions, and navigate evidence-based and informed solutions.

**Capacity building and technical support*** Assess information management capacity of UNICEF and implementing partners in the field, identify and communicate gaps to relevant IM and program staff.
* Provide technical support and guidance to UNICEF and implementing partner’s staff in the field, to collect, process and manage data. This includes providing trainings and technical assistance to staff on in regard to usage of information systems and data management tools to facilitate and responding to user ad-hoc inquiries.
* Lead Process of developing guidelines, SOP’s, documentations and other learning materials, and provide trainings to UNICEF’s and implementing partners’ data collection and data management Staff.
* Provide technical support to national partners in areas related to information management, needs assessment, data collection, data analysis, MIS, innovation, and digital transformation.
* Provide any other duty required by the supervisor.
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| IV. Impact of Results  |
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| The officer is accountable for the full spectrum of IM activities of the Social Policy and Social Protection Section, and have a central role in programme data and monitoring activities . The key results have an impact on the overall performance of the Section and success in the implementation of project/programme activities. Accurate programme monitoring and recommendations, and presentation of information ensure proper programme decision-making.  |

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| **V. UNICEF values and competency Required (based on the updated Framework)** |
| **i) Core Values** * Care
* Respect
* Integrity
* Trust
* Accountability
* Sustainability

**Core Competencies (For Staff with Supervisory Responsibilities) \**** 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)
* Nurtures, leads and manages people (2)
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| **VI. Skills** |
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| * Proven analysis, statistical, and data interpretation skills (quantitative and qualitative).
* Experience in data collection design, including tool development (e.g., ODK).
* Ability to translate planning specs into technical briefs for data capture and analysis.
* Knowledge of data protection and security (experience is an asset).
* Advanced MS SQL database application skills; software development/MIS experience is an asset.
* Required GIS application skills and data visualization experience (e.g., Infogram, PowerBi, Tableau).
* Data quality assurance, monitoring, and evaluation expertise (results-based management).
* Strong organizational, leadership, and management skills.
* High confidentiality, initiative, and sound judgment.
* Ability to work with diverse national and cultural backgrounds.
* Proficiency in MS Word, Excel, PowerPoint, and UNICEF tools like SharePoint
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| VII. Recruitment Qualifications |
| Education: | A university degree ( Bachelor’s degree or higher) in one of the following fields is required: Information Management or Information Systems, GIS Information Technologies, Computer Science, Statistics, Social Sciences, or another subject area relevant to Information Management and program monitoring.. |
| Experience: | Work 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 demonstrating very strong information management skills in a professional context is essential for this post.Experience working in development context, and National level M&E and IM interventions is required.Experience in the social policy and social protection sector (or relevant) is required.Experience in guiding and capacity building of technical staff, both in UN organization and government is required.Experience working in the humanitarian coordination system is required. Experience in a humanitarian context is considered an asset.Such experience should elicit demonstrated ability to adapt to change, work under pressure & unusual circumstances such as missing data/gaps. |
| Language Requirements: | Fluency in English and Arabic are required. Knowledge of another official UN language or a local language is an asset (Chinese, French, Russian or Spanish). |