

Planning Specialist (P3), #89207, Sana'a, Yemen

UNICEF works in 190 countries and territories to protect the rights of every child. UNICEF has spent 70 years working to improve the lives of children and their families. Defending children's rights throughout their lives requires a global presence, aiming to produce results and understand their effects. UNICEF believes all children have a right to survive, thrive and fulfill their potential – to the benefit of a better world.

For every child, a geographically mobile & diverse workforce

Under the supervision of the Chief PME, responsible for coordinating the formulation, planning, design, and implementation of the plan of the country programme, in collaboration with the sectoral programme chiefs and the external relations/communication officer.

How can you make a difference?

Planning:

- Provide technical support to Country Programme Development
- Provide technical support to ensure that a set of programme performance indicators are identified and adjusted as necessary, with inputs of all concerned partners in the context of development of Annual Management Plan and Annual Work Plans, as outlined in the Programme Policy and Procedures Manual/PPPX.
- Support the development of United Nations Sustainable Development Coordination Framework (UNSDCF) from a sound results-based programming process
- Lead in preparation of Humanitarian Action for Children Appeal (HAC) on an annual basis

Situation analysis:

- Contributes towards the preparation of the Situation Analysis by compiling data, analyzing and evaluating information, and writing chapters of the Analysis.

Corporate reporting:

- Drawing on monitoring and analysis of key program performance and management indicators, provide professional input to management reports, including relevant sections of the annual reports.
- Lead processes related to COAR, CRAVE and all programme related end of year processes.
- Lead in the establishment of a and maintenance of planning tools which enhance all planning processes in the office (Annual Work Plans, Annual Management Plans, Annual Reviews, strategy meetings, development of PSNs, etc.).
- Lead in organizing documentation and presentations for programme coordination meetings and Country Management Team meetings.

Capacity Development:

- Collaborate to implement capacity building strategies for all programme staff. Utilize a range of appropriate skills building strategies including self-learning, seminars and workshops and practical experience in order that UNICEF have the basic knowledge and skills in understanding and applying UNICEF policies, tools, methods to fulfil their responsibilities.
- Similarly, design and implement strategies suited to the skills needs of national partners.
- Assist in the development of national capacities for planning with special attention to the interest, concern and participation of government, community, and civil society stakeholders.

Knowledge management:

- Undertake lessons-learned reviews on successful and unsuccessful practices and experience at the national level, and ensure they are shared as appropriate.
- Similarly, pay attention to knowledge networks to identify innovations and lessons learned that may be relevant for the CO and partners to improve programme planning and implementation.

To qualify as an advocate for every child, *you will have...*

EDUCATION:

- Advanced university degree in social sciences, demography, development planning, statistics or a related technical field.

WORK EXPERIENCE:

- Five years of progressively responsible professional work experience at the national and international levels in programme monitoring and evaluation.

LANGUAGES:

- Fluency in English is required. Knowledge of Arabic is an asset

For every Child, *you demonstrate...*

UNICEF's core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results.

Remarks:

UNICEF is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply for a position.