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Job Description Type:	Specific Job Description	Region:	MENA
Category:	NO (National Officers)	Country:	Egypt
Reason for Classification:	Title Change	Duty Station:	CAIRO-Egypt
Level:	NOB	Office:	Egypt
Title:	Management Information System Officer	Section:	Planning Monitoring and Evaluation
Title Information in Parenthesis:		Unit:	Planning
CCOG Code:	1L08	Case Number:	Case 23001
UNICEF Code:	RPM	Post Number:	122486
Classified by:	Natalia Paquin	Classified Date:	2/16/2023
Organizational Context:	The role of the MIS Officer is critical to support effective monitoring of programme implementation and for building the systems in relevant government departments to support monitoring progress on indicators related to child rights in line with UNICEF's commitment on national capacity development. The establishment of the post also reflects the office's prioritization of the data management function within the Planning, Monitoring and Evaluation section.		
Purpose of the Job:	<p>The Management Information Systems Officer, NOB, is based in Egypt Country Office in Cairo, and reports to the Monitoring and Evaluation Specialist, NOC. In alignment with the national digital transformation strategy, the high national and UNICEF demand on availing real time evidence, collaboratively within the UNSDCF, UNICEF MIS Officer will work under the supervision of the M&amp;E Specialist and in collaboration with programme sections to strengthen the RBM and IM capacity of the Government of Egypt and CSO partners, strengthening data-collection systems and capacity for monitoring, and analysis and use of data for child rights related national Policy and programmatic decision making. This evidence will serve to help track progress towards national targets on child rights and to advocate for child-friendly policies and budgetary allocations. Internally, the MIS Officer supports programmes through professional technical and operational support throughout the planning and monitoring processes, preparing, managing and executing a variety of technical tasks that contribute to an increased ability of the office to monitor and report on results, and ensuring that programmes are carried out and monitored according to plan, including according to agreed quality criteria and timelines. This includes capacitating UNICEF staff on using, analyzing and disseminating real time evidence and data to improve performance monitoring.</p>		
	<p>Deliverables</p> <p>Overall key deliverable is a well-functioning Information Management System in place at the CO level for both humanitarian and development data, including data collection and field monitoring systems, data visualization, dashboards and various client specific products including brief, profiles, indexes etc.</p>		
Key functions, accountabilities and related duties/tasks:	<p>Data Management and analysis Support delivered to UNICEF Egypt Country Office Programme:</p> <p>Support the design, development, and management of a centralized MIS system for the country office; working closely with the IM and M&amp;E focal points in programme sections to establish rigorous data flows and adherence to quality assurance criteria.</p> <p>Provide Management Information System (MIS) technical support to ensure that the UNICEF staff are capacitated on data generation, analysis and dissemination to inform a relevant and strategic Country Programme.</p> <p>Support the Class I assessment (submit) for any new Monitoring, reporting and data collection web-based application and ensure all the RO and HQ instructions and recommendations are considered during the applications development and hosting.</p> <p>Design, develop and manage, the web-based applications, spreadsheets and other real time data tools for ECO CPD (including HPM and 3RP, Children on the move); ensure the quality of high-value data for accuracy, consistency and comparability; consolidate operational information on a regular schedule to support analysis.</p> <p>Provide the needed technical support in the web-based application testing and ensure the quality of the development and hosting services security.</p> <p>In close collaboration with the M&amp;E Specialist, provide technical support for UNICEF applications such as: the Rabid Pro and Primero and the other new innovations in the Egypt Country Office.</p> <p>Support the back-end technical support to the created web-based application and provide technical inputs in the hand-over to the government and non-government organizations for the M&amp;E platforms.</p> <p>In collaboration with the M&amp;E Specialist, develop MISs user guides and manuals for various databases and IM system with process and key SOPs for dataflow process and user charts and accountabilities.</p> <p>Compile and validate, and undertake data cleaning for data disaggregation tables for all relevant sections for annual reporting.</p> <p>Contribute to introducing and refining existing IM structures for the program. Those include online real-time monitoring platforms; dashboard structures and analysis boards of databases- based on good regional/global practices.</p> <p>Provide technical solutions and vision for database system alignment to national database systems and the Government Digital transformation regulation and instructions.</p> <p>Compile/analyze monitoring and evaluation information/data, and make them available to Programme/planning sections for different reporting requirements in coordination with the M&amp;E Specialist.</p>		

	<p>Support all sections with analyzed statistical briefs/ dashboard progress reporting on implementation progress and assessment related raw and analyzed data for mid-term and annual reporting.</p> <p>Liaise with regional office and UNSDCF MIS capacity building orientations on MIS planning in coordination with the M&amp;E Specialist.</p> <p>Supporting all UNICEF Management and maintenance in MISes and dashboards related to managing a systematic data flows for operational and management indicators tracking.</p> <p>MIS Capacity development to UNICEF staff and Implementing Partners on data management, real time monitoring, data validation, reporting and visualization relevant to the new CPD Program Priorities:</p> <p>In collaboration with the M&amp;E Specialist, and in accordance with RBM principles, undertake MIS capacity building to GOE and CSO Implementing Partners and UNICEF staff on Information system development and management.</p> <p>In collaboration with the M&amp;E Specialist undertake capacity development for GOE and CSO partners on IM analysis and dissemination in alignment with Regional and global and interagency reporting requirements including sector dashboard, RAM, UNICEF Core Standard Indicators, Donor reports, Sitrep and UN and activity info.</p> <p>Support field coordinators on data analysis and maintenance of the IM system in collaboration with the different sections.</p> <p>Support implementing partners with developing and refining digital and real time off line and online data collection tools and analysis of data aligned to national Information Management Systems.</p> <p>Support data analysis of available datasets and produce regular statistical reports, visualizations, and maps, necessary to facilitate service delivery, planning, performance monitoring, partnerships and decision making. Use GIS or online mapping platforms as available to produce or facilitate maps/infographics.</p> <p>Providing capacity building on global and regional innovative Management Information systems that can better address monitoring and reporting requirements.</p> <p>Programmatic assessments and evaluations of the UNICEF country program through data analysis and validation:</p> <p>In coordination with the M&amp;E Specialist, ensure that all ECO and Partners MIS structure is apt to inform research, evaluation and assessment frameworks on data.</p> <p>Review and provide technical support on MIS report analysis for evaluations and assessments.</p> <p>Support any online monitoring assessments, post assessments and beneficiaries' feedbacks.</p>
Impact of Results:	Contribute to the effective dissemination and sharing of knowledge, findings, conclusions, recommendations and lessons from evaluation to the intended audience as described in the Terms of Reference with a view to improving Programme performance and contributing to wider learning.
Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:	No
Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	No
Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:	No
The selected candidate for this position will be required to engage with vulnerable children:	No
Competencies and level of proficiency required:	<p>Core Values:</p> <ul style="list-style-type: none"> <li>Care</li> <li>Respect</li> <li>Integrity</li> <li>Trust</li> <li>Accountability</li> <li>Sustainability</li> </ul>

Recruitment Qualifications:	<p>Core Competencies:</p> <p>Demonstrates self-awareness and ethical awareness (1)</p> <p>Works collaboratively with others (1)</p> <p>Builds and maintains partnership (1)</p> <p>Innovates and embraces change (1)</p> <p>Thinks and acts strategically (1)</p> <p>Drive to achieve results for impact (1)</p> <p>Manages ambiguity and complexity (1)</p> <p>Education: A university degree in one of the following fields is required: Social Sciences, Public Policy, Social Policy, Statistics, Computer Science, Business Administration, or another relevant technical field.</p> <p>Experience: Minimum 2 years of relevant professional work experience in Information Management - including developing, managing, and maintaining real time online and offline information management systems and dashboards.</p> <p>2 year working knowledge in developing digital surveys, data collection tools and data analysis reports.</p> <p>Minimum 2 years experience in managing and undertaking program and field information management capacity building is an asset.</p> <p>Minimum 2 years working experience in validity/reliability testing of data, data analysis and interpretation, and statistical inference methods is required.</p> <p>Working experience in monitoring and evaluation, and emergency situations is an asset.</p> <p>Working experience in MIS with the government and CSO's is an asset</p> <p>Language Requirements: Fluency in Arabic and English language, spoken and written, is required. Knowledge of another official UN language (Chinese, French, Russian or Spanish) is an asset.</p>
Attachments:	<p>Approval of all SJDs.pdf</p> <p>Correspondence with requester.pdf</p> <p>MIS Officer Specific JD Template - Final-RB.docx</p> <p>Planning M_E org chart.pdf</p> <p>REQUEST FOR REALIGNMENT OF RESULTS AND RESOURCE REQUIREMENTS JSH signed.pdf</p>

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