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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNITED NATIONS CHILDREN’S FUND****(GENERIC) JOB PROFILE** |

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| **I. Post Information** |
|  Job Title: **Programme Officer – Information Management and Innovation**Supervisor Title/ Level: **Chief of PM&E****Level 4**Organizational Unit: **Programmes**Post Location: **Sana’a** | Job Level: **Level 2 (NO-B)**Job Profile No.:CCOG Code:Functional Code:Job Classification Level:  |

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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**: Yemen currently facing one of the biggest and most complex humanitarian crises in the world. Responding effectively and efficiently to this crisis requires new thinking and Innovative approaches. One vital component of the immediate humanitarian response is the need for real-time information on the affected population and their needs which can lead in saving more lives.Accordingly, UNICEF YCO with support from HQ is planning to pilot few Innovative end user cases in Yemen to help in finding solutions to several humanitarian interventions challenges on the ground. The need for specialized prograamme officer in information and Innovation is intensifying as the demand and requirements from the field become more complex, technical and results driven. The ability to collate, compile and analyze information is important to ensure UNICEF credibility and that our work continues to be of high quality and results driven.  The post holder is responsible for providing technical support in information management within the UNICEF Yemen to ensure that UNICEF makes informed (evidence based) strategic decisions in programming, advocacy and policy development. The post holder will ensure Yemen CO has valid, up to date, accurate and reliable data on humanitarian situation of women and children in Yemen. This includes managing the collection, analysis and sharing of information in coordination with the Information Management Officers and relevant partners. In addition, the post holder will coordinate with all partners to contribute, harmonize, share and report on data at different levels and help to find solutions using innovative approaches when needed. |

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| III. Key function, accountabilities and related duties/tasks  |
| **Summary of key functions/accountabilities:** 1. Coordination and data generation
2. Technical support
3. Capacity building
4. Innovation
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| 1. **Coordination and data generation**
* Ensure coordination and accurate data related to humanitarian response and emergencies are in place.
* Strengthen data and information sharing between subnational and national levels in close collaboration with all Information Management Officers in sections and clusters.
* Ensure e-Tools for Yemen is completely rolled out and all concern staff are trained on this system.
1. **Technical support**
* Provide technical support to roll out Activity information to the clusters led by UNICEF.
* Gathering and ordering of data on humanitarian response assistance (HPM Indicators) both from clusters as well as sections for HAC finalization on monthly basis.
* Generating statistical tables, graphs, analyze and follow-up on trends of specific sectoral indicators when needed.
* Provide support to various programmes and clusters led by UNICEF in designing/reviewing the tools for rapid assessment responses.
* Support the roll out RapidPro and its various applications across various UNICEF sections.
* Ensuring reliability of the sectoral IM systems through setting up specific standards for data collection, flow and verification along with provision of required feedback to improve quality of service delivery.
* Maintain and further develop information databases that consolidate, analyse and report / disseminate information critical to decision making.
1. **Build the capacity of field monitors/UNICEF partners** by training them on data collection/analysis/verification tools and any other technical subject requested by UNICEF.
2. **Innovation**
* Coordinate and support overall innovation initiatives
* Scout for new innovative ideas and opportunities and track activities around innovation
* Coordinate and support development and testing of ideas and processes to strengthen UNICEF’s programming, advocacy and communication
* Provide technical support for the deployment of tools and systems for real-time data collection, education and other innovative uses
* Support the training of UNICEF and partner staff, government counterparts and other end users in the use of products and processes
* Support the documentation of tested innovation projects and ensure sharing of knowledge around innovations
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| IV. Impact of Results  |
| The ICT function supports UNICEF mission and strategic plan by enabling programme and operational effectiveness and efficiency through innovation, partnerships and providing ICT solutions and services in a timely, secure and safe manner.With regards to the performance of the incumbent, any failures not properly addressed or corrected will have high operational and damaging impact to UNICEF office as a whole. The absence or lack of a sound management of the ICT functions will affect UNICEF’s ability to support local counterparts and implementing partners and potentially affect UNICEF ICT globally and possibly have legal or financial repercussions affecting UNICEF’s brand and reputation. |

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| V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles) |
| **Core Values** * Commitment
* Diversity and inclusion
* Integrity

**Core competencies*** Communication (I)
* Working with people (I)
* Drive for results (II)
 | **Functional Competencies**:* Analyzing (I)
* Applying technical expertise (II)
* Planning and organizing (II)
* Following instructions and procedures (II)
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| **VI. Recruitment Qualifications** |
| Education: | University degree in Computer Science or Information Management System (IMS) or similar related ICT background |
| Experience: | Minimum of 2 years’ experience in database management and analysis or other related fields.Experience with UNICEF and/or the United Nations will be an asset. |
| Language Requirements: | Fluency in English is required.  |

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| **VII. Signatures- Job Description Certification** |
| Name: Signature Date |
| Title: (Supervisor)Name: Signature Date |
| Title: (Head of Office) |