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<p>Junior Professional Officer</p>	
<p><b>Monitoring &amp; Reporting Officer</b></p>	
<p><b>UNICEF</b></p>	<p><i>Closing date:</i> <i>28 December, 2014</i></p>
<p><b>I General information</b></p>	
<p><b>Title:</b></p>	<p>Monitoring and Reporting Officer</p>
<p><b>Sector of Assignment:</b></p>	<p>Field Results Group, Office of the Executive Director</p>
<p><b>Country:</b></p>	<p>United States of America</p>
<p><b>Location (City):</b></p>	<p>New York</p>
<p><b>Agency:</b></p>	<p>UNICEF HQ</p>
<p><b>Duration of Assignment:</b></p>	<p>Initially one year with the possibility to extend up to 3 years</p>
<p><b>Grade:</b></p>	<p>P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience</p>
<p>Note : this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to <b>people with the Dutch nationality</b>– For criteria see the website of Nedworc Foundation:   <a href="http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&amp;hoofdhash">http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&amp;hoofdhash</a>   <b>PLEASE READ THE GENERAL INFORMATION AND THE FAQ SECTION ON THE WEBSITE CAREFULLY BEFORE CONSIDERING APPLYING.</b></p>	
<p><b>II Duties, Responsibilities and Output Expectations</b></p>	
<p><b>General</b>  The Monitoring and Reporting Officer is accountable for the accomplishment of the stated key end-results by providing professional expertise and assistance in monitoring, preparation of work plans and reports, communication, and capacity building in results based management.</p>	
<p><b>1. Planning and Performance Monitoring: <i>Support the preparation of the Office Management Plan (OMP) of the Field Results Group (FRG) and reporting. . Provide technical support to ensure that the FRG has quality information to assess progress towards expected results established in work plans of the OMP</i></b></p> <ul style="list-style-type: none"> <li>• Provide technical support as necessary to identifying and adjusting a set of performance indicators in the Office Management Plan.</li> <li>• Provide technical support to ensure that monitoring systems are in place and that key indicators are tracked and analysed and provided regularly to the Deputy Executive Director and Executive Manager in order to guide management decisions.</li> </ul>	

- Contribute to the preparation of management reports drawing on monitoring and analysis of key management indicators and keep track of follow-up action based on management decisions.
- Compile monitoring information/data related to the FRG and make them available to the different pillars.
- Assist in the preparation of reports on systemic issues, good practices or any other analysis or data related to programme's performance, relevance, efficiency, effectiveness.

**Outputs:** Office Management Plan (OMP) prepared and costed in consultation with the team and funds optimally used and reported on and Quarterly monitoring of milestones in the OMP and production of analytical reports.

**1. Field Results Group Capacity Building: *Work with the different pillars in order to ensure that the results based management (RBM) capacities of the FRG staff are strengthened enabling them to increasingly engage in and lead RBM processes.***

- Contribute to the preparation of an RBM capacity building strategy.
- In close consultation with senior managers, contribute to the formulation of staff capacity development strategy and plans and exercise effective leadership in implementing them.
- Provide support to ensure that FRG staff are aware of and have access to UNICEF's and other organisations' RBM resources.

**Outputs:** Field Results Group's performance is systematically monitored and data for key indicators related to the OMP are collected, analyzed and made available to the Deputy Executive Director and Executive Manager.

**2. Communication: *Provide technical support to ensure that all tasks are carried out and accomplished through effective communication and partnerships.***

- Implement the tasks in the communication work plan and strategy as assigned. Gather content and coverage of relevant country efforts to identify effective relevant country programme activities and results.
- Develop complementary, country specific materials, produce advocacy and communication materials (e.g. briefing notes, images, video. Web pages etc.). Work with ICON in order to update the FRG Intranet page and monitor its use.
- Assist in drafting and editing articles, human interest stories and other advocacy/information materials as appropriate.
- Follow up on the production of advocacy and communication materials and oversee the qualitative aspects of production.
- Establish and/or maintain an up-to-date documentation centre for communication materials.

**Outputs:** Production of innovative communication materials including maintenance of the Field Results Group (FRG) website and reports to communicate the story of the FRG to a wider audience produced

**III Training component: Learning elements and expectations**

The JPO training programme will include the following learning elements:

The JPO will undergo a comprehensive training programme to benefit both the staff member and UNICEF through, among others, undergoing a ‘learning by doing’ programme.

Various sources of learning will include but not be limited to the following:

- Coaching and Mentoring
- Various online sources, publications, etc.
- Face-to-face training provided by UNICEF as deemed relevant and appropriate

Among other activities, the assignment will start by developing a detailed learning plan for the staff member that will include a time line, expected results, and a clear vision on the set of skills the staff member would have acquired by the end of the assignment. At the same time, the staff member will be able to develop her/his skills to be able to manage regular UNICEF staff member’s workload and function on her/his own.

Upon completion of the assignment the JPO will have/will be able to:

- Knowledge/expertise of best practices, lessons learned and communication.
- Understanding of UNICEF’s policies and procedures for programming, monitoring and evaluation guidelines.
- Latest programme monitoring and evaluation theory, methodology, technology and tools.
- Understanding of UN Mission and system; and International Code of Conduct.
- Understanding of UNICEF Mission Statement and observance of UNICEF Guiding Principles.

The JPO has an additional budget (Duty Travel and Training Allowance (DTTA) of 4000 USD per year) to be used for learning activities related to the assignment and personal career development.

#### **IV Supervision**

**Title of supervisor: Executive Manager**

##### **Content and methodology of supervision**

- UNICEF uses e-PAS (or electronic Performance Appraisal System) that enables staff and supervisors to set up, monitor and complete their annual performance evaluations.
- E-PAS includes a 3-phase participatory performance management approach (planning, mid-year review and year-end assessment) where work outputs, competencies and development goals are discussed and rated by supervisor and supervisee.

#### **V Required Qualifications and Experience**

**Education:** Advanced University Degree (MA, MS, MSc, MPH, PhD) in any of the following fields: Social Sciences, Development Planning, Planning, Evaluation, Survey Implementation and Advanced Statistical Research.

**Working experience:** Two to a maximum of four years relevant professional work experience in programme development and implementation including monitoring and evaluation activities. Two year of relevant professional experience in developing countries and at least one exposure to emergency programming, including preparedness planning. Active involvement in humanitarian crisis response programme preferred.

**Languages:** Fluency in English required. Fluency in a second UN language an asset.

**Key competencies:**

- Knowledge of Project and Activity Evaluation.
- Professional technical knowledge/expertise in Data Collection
- Professional technical knowledge/expertise in Evaluation Process Management, Follow-up on Recommendations and Dissemination of M&E results.
- Professional technical knowledge/expertise in demography, statistics, and data management.
- Methodology of M&E, theories, standards and models, quantitative/qualitative/mixed methods, validity/reliability testing of data, data analysis and interpretation, and statistical inference methods.
- Professional technical knowledge/expertise in Activity Monitoring & Evaluation, Evaluation Design, data analysis, and reporting.
- Gender equality and diversity awareness

**VI Background information on Agency/Department/Section**

During the annual session of the UNICEF Executive Board in 2014, the Executive Director proposed a set of measures to strengthen management for results across UNICEF. These measures included the establishment of a Field Results Group (FRG) led by a Deputy Executive Director (DED).

The FRG spearheads the organization's efforts to strengthen management for results in all aspects of UNICEF's work, particularly in programming in the field. It establishes performance standards and benchmarks, and provide guidance tools and training support to field offices. In doing so, the FRG partners with Regional Offices and HQ divisions and will leverage RBM expertise and knowledge across the Organization.

The FRG consists of three pillars with specific but integrated functional responsibilities, as follows: 1) Programme Design and Guidance; 2) Implementation Modalities; and 3) Performance Monitoring and Accountability.

**VII Information on living conditions****Security**

Personal security at the duty station is good, provided common sense precautions are taken.

**Housing**

Short and long term housing is widely available although New York is relatively expensive when compared to many other cities globally. The rent for a one to two-bedroom apartment ranges from \$2,000 to \$4,000 per month on average. Larger, cheaper housing is available outside Manhattan within an easy commute to work. Public transport is extensive, enabling a wider choice of housing options in both urban and suburban areas.

**Medical Facilities**

Medical facilities are widespread and generally of high quality. The UN has its own medical services including doctors and nurses, and UNICEF offers medical consultations in the workplace.

**Educational Institutions**

Public schools are of varied quality, depending on location, and there are many medium to

high quality private school, preschool and day care options, including instruction in languages other than English. There is a UN school as well.

United Nations International School info can be found at <http://www.unis.org>

**Employment for spouses**

UNICEF offices will, to the extent possible, assist spouses of international staff members seeking employment in UNICEF or other UN agencies.

**VIII How to apply**

Please apply to this post via UNICEF e-Recruitment portal through the link below.

[https://careers.unicef.org/sap/bc/webdynpro/sap/hrrcf\\_a\\_posting\\_apply?PARAM=cG9zdF9pbN0X2d1aWQ9NTQ3MURDODE0QjhGMTIDMEUxMDAwMDAwOUU3MTBGMEYmY2FuZF90eXBIPUVYVA%3d%3d&sap-client=100&sap-language=EN&sap-accessibility=X](https://careers.unicef.org/sap/bc/webdynpro/sap/hrrcf_a_posting_apply?PARAM=cG9zdF9pbN0X2d1aWQ9NTQ3MURDODE0QjhGMTIDMEUxMDAwMDAwOUU3MTBGMEYmY2FuZF90eXBIPUVYVA%3d%3d&sap-client=100&sap-language=EN&sap-accessibility=X)

Applicants will receive acknowledgement of receipts of their submission. Only shortlisted candidates will be contacted.