



UNITED NATIONS CHILDREN'S FUND JPO Request Form



Training and Learning Plan

- ✓ Participation in a one-week JPO Induction Programme in New York;
- ✓ Guidance and advice in relation to training opportunities within the field of expertise;
- ✓ Use of yearly JPO training funds for internal/external training opportunities;
- ✓ Participation in the Mentoring, Coaching, and Career Counselling and Career transition programmes;
- ✓ Encourage field mission and/or stretch assignment during and after the 2nd year

In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

- ✓ Participation in diverse country, regional, global and virtual technical and information sharing sessions around Education in Emergencies, Foundational Literacy and Numeracy, Digital Learning and Learning Assessments.
- ✓ A series of training opportunities, particularly around programme management, humanitarian response and Education in Emergencies.
- ✓ Day-to-day exposure to all aspects of UNICEF's work in education from national to community level (ECE, primary education, alternative and Education in Emergencies).

Please also mention the following:

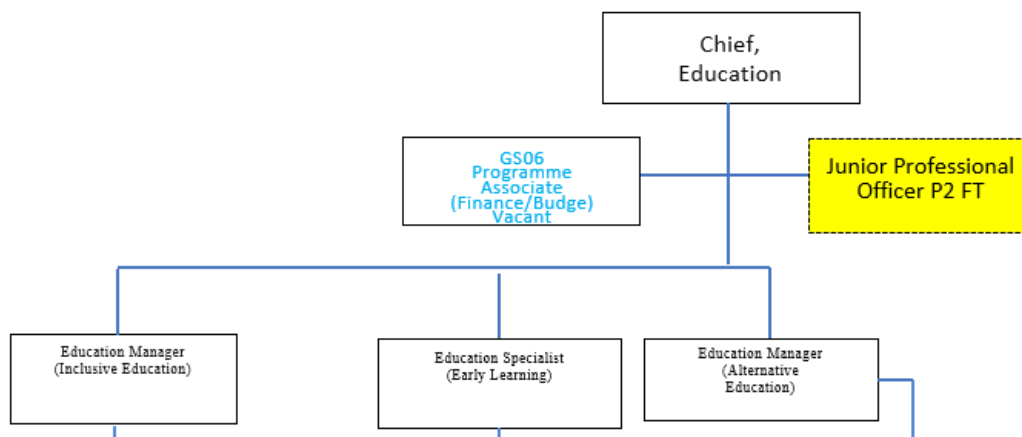
- ✓ The education programme manages multiple multi-year programmes and opportunities are available for further career advancement within the programme and the country office.
- ✓ Direct Supervisor (Chief of Education, P5) has extensive experiences in managing/leading large numbers of international professionals in humanitarian settings as well as at NYHQ level.

Information and living condition of Duty station: [For Field Office locations only]

General Information	<p>Yangon is located in central Myanmar, the division is bordered by Bago Region to the north and east, the Gulf of Martaban to the south, and Ayeyarwady Region to the west. The division is the most developed region of the country and the main international gateway.</p> <p>Yangon served as the capital of Myanmar until 2006, when the military government relocated the administrative functions to the purpose-built capital city of Naypyidaw in north central Myanmar. With over 7 million people, Yangon is Myanmar's largest and most populous city. Yangon was founded by King Alaungpaya in 1775 on the site of a small settlement called Dagon. The name Yangon means "End of Strife" which was Anglicized to Rangoon after the British annexed Myanmar in 1885.</p>
Security	Myanmar is now under the Level 2 (L2) Corporate Emergency Activation Procedures (CEAP) to address the humanitarian situation.
Housing	The Admin Section will advise you on the available appropriate accommodation for your initial stay in Yangon. There are good hotels in Yangon, and you will be required to stay in a hotel cleared by UNDSS. Prices vary at mid-range to up-market establishments range between \$50.00 - \$120.00 for a single room. Double rooms go for \$110.00 - \$180.00
Schools & Childcare	L2 non-family duty station. N/A.
Work for spouses & partners	L2 non-family duty station. N/A.

Reporting line of the JPO [Please insert an org chart that is showing the reporting line of the JPO]

To report directly to Chief of Education:



You may use the GJP or use the Specific JD for the below sections



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: Education Officer (Knowledge Management, Information Management, Data)
Supervisor Title/ Level: Chief of Education Manager P5
Organizational Unit: UNICEF Myanmar
Post Location: Yangon

Job Level: P2
Job Profile No.:
Job Classification Level:

II. Strategic Office Context and purpose for the job

Strategic office context:

Since the military takeover in February 2021, Myanmar has been in a state of emergency, with persistent political, economic and security challenges. UNICEF and its partners have continuously assessed the situation and explored alternative modalities for the programme's implementation. Despite the reopening of basic education schools (including non-formal education centers) in June 2022 after a closure of over two years due to the COVID-19 pandemic, a staggering 3.7 million¹ children remained with very limited or no access to schooling. Many of these children had been out-of-school prior to the COVID-19 pandemic. In addition, the recent Cyclone Mocha and its historic landfall has severely affected Myanmar, partially or totally damaging over 1,200 schools. Myanmar is still in a state of emergency, with persistent political, economic and security challenges.

Given this situation, and in alignment with the United Nations Country Team Guidelines on engagement with the government after the military takeover, UNICEF Myanmar education programme has strengthened the implementation through partnership with civil society organizations (CSOs) and community mobilisation and capacity strengthening. UNICEF supports the provision of flexible learning options at community level based on the needs of children in different contexts/situations while ensuring minimum acceptable quality and meaningful learning experiences/gains for children including children with disabilities and vulnerable children. Furthermore the programme continues to strengthen different alternative learning options with strong focus on digital learning and digitalisation of high quality learning contents with aim of providing quality learning contents and opportunities for children on the move within and out of country and disadvantaged, marginalized and vulnerable children (girls, children with disabilities, displaced, crisis and conflict-affected, different ethnic groups, etc.).

This JPO post will play a crucial role in strengthening the overall Education program, including the Education in Emergencies and Supplementary Learning programs. The JPO will also have opportunities to contribute and engage in support to the large-scale learning assessment exercise as well as the analysis of its results to inform

the programme and strategies. The JPO will be exposed to day-to-day operations and management of UNICEF education programme, and will be actively assigned to different Country Office's functions in order for her/him to prepare for the future career with UNICEF or other UN and development agencies.

Purpose for the job:

Under direct supervisor of the Chief of Education the JPO will be responsible for the following key functions:

- Facilitate effective reporting across the Education Section to ensure accurate and timely dissemination to stakeholders, supporting informed decision-making.
- Enhance knowledge management practices and knowledge and information systems to promote efficient knowledge sharing and accessibility across the Education Section and office.
- Design and manage data collection processes to ensure high-quality, reliable data is available for analysis and reporting, supporting evidence-based program development.
- Support programme development through collaboration with the Section colleagues to identify knowledge gaps and provide insights that inform the design and planning of effective programs and initiatives.
- Support the monitoring and evaluating of program delivery through providing technical support in monitoring program performance and effective delivery of results.
- Offer operational guidance and support to the Education Section during program implementation, ensuring adherence to best practices in knowledge management and information use.
- Foster and maintain relationships with internal and external stakeholders to enhance collaboration and promote the sharing of knowledge and resources.
- Drive innovation and capacity building, leading initiatives that promote innovative approaches to knowledge management while building the capacity of the Education Section and partners to utilize knowledge effectively in their work, program and projects.

III. Key functions, accountabilities and related duties/tasks (*Standard Description P2 Education Officer*)

Summary of key functions/accountabilities:

1. Reporting
2. Knowledge/Information Management, including Knowledge Sharing
3. Data collection and management
4. Support to programme development and planning
5. Support to programme, monitoring and delivery of results
6. Technical and operational support to programme implementation
7. Networking and partnership building
8. Innovation, knowledge management and capacity building

1. Reporting

- Support preparation of presentations, concept notes, proposals and donor reports.
- Collaborate with the Education programme Staff and support the compilation, production and dissemination of mandatory UNICEF reports, including the Annual Reports, situation reports, etc. Edit and

advise on content of donor reports and proposals, based on data analysis, in cooperation with Education programme Specialists and Officers in the Country office and field offices.

- Update and maintain information on all donor and programme proposal and reporting requirements and ensure Education of Chief and Output Managers are updated on these requirements and follow up as required.
- Ensure monitoring of donor interests and information needs and timely and accurate reporting. This includes gathering of information, consolidation, editing and production of interim and final reports.
- In collaboration with the Chief of Education and Education programme staff contribute to the development of fundraising proposals in line with the overall fundraising strategy. This includes compilation of information and editing and layout, when necessary.
- Track the process of partner reporting against key results, ensuring data quality and consistency.
- Review, edit and disseminate human interest stories, photos and social media products with emergency and programmatic focus, in line with donor reporting requirements, as necessary and in conjunction with the Advocacy, Partnership and Communication (APC) Team.
- Collaborate with the Education programme staff to contribute to the compilation, production and dissemination of mandatory UNICEF reports, including the Annual Reports and situation reports, etc.

• **Knowledge/Information Management, including Knowledge Sharing**

- Review existing systems and tools in place for KM in Education for improvement.
- Research and report on best and cutting edge practices for development planning of knowledge products and systems. Share best practices in their use.
- Develop simple and effective tools for information sharing, using innovative technology solutions.
- Apply innovative approaches and promote good practice to support the implementation and delivery of concrete and sustainable programme results.
- In coordination with Education programme colleagues, organize and manage Education data repository, ensuring/recommending the quality and quantity of data required, including appropriateness to allow for comparability and compatibility within UNICEF and the wider context of the Sector in Myanmar and regionally/globally.
- Ensure the quality, consistency and appropriateness of information developed, produced, and disseminated. This would include regularly produced summary reports and analysis for review and consultation within UNICEF and the Education sector counterparts. This would also include assisting in the preparation of relevant documents and reports.
- Produce performance dashboards, knowledge management tools and ensure quality of data collection.
- Jointly with Education programme colleagues produce tools and knowledge management products in line with planned interventions.
- Support the development and dissemination of KM products including documentation as well as data visualizations of Education initiatives and country case studies, to ensure the visibility and understanding of Education achievements. Provides guidance in disseminating up-to-date data, case studies, evaluations as required, and lessons learned internally and to partners, using innovative ways (interactive dashboards, relevant websites and data portals) and a variety of channels that target different audiences.
- As required, support the development, implementation and analysis of needs assessments and foundational learning assessments, and ensure the results are shared with the programmes to take corrective actions and inform any changes in planning and implementation.
- Support dissemination and follow up of findings with a particular emphasis on adaptive management of Education programming.
- Keep record of reports and assessments for easy reference and to capture and institutionalize lessons learned.

- Contribute to identifying, capturing, synthesizing, and sharing lessons learned for knowledge development and capacity development of stakeholders, including, as needed, contributions to the UNICEF Information Management accountability for Education as Sector Leading Agency and support Education partners on indicators and reporting tools.
- Maintain/develop the UNICEF Education Team's SharePoint/site in close collaboration with relevant UNICEF sections, including creation of document repositories and design of content on the intranet, etc. Develop guiding principles for engagement and champion the use of Enterprise Content Management (ECM).
- Liaise with communications team to ensure content linkages with UNICEF's external facing website.

2. Data collection and management

- Provide support on data collection and analysis to support UNICEF Education program data collection and management.
- Provide the necessary tools and approaches for assessments. Manage collected data through surveys and assessments.
- Identify secondary data and information resources that would complement information needs of UNICEF as appropriate.
- Organize and maintain contact directories of partners using standard formats agreed with relevant stakeholders.
- Coordinate with other sections KM/IM Focal Points for data/information and knowledge that can inform UNICEF Education program decisions.
- Support and train program colleagues at UNICEF program teams for ensuring systemized use and approach of data collection tools.
- Contribute to locate, monitor, compile, and analyze Education data from all the field offices and establish and manage an Education programme database for all interventions.

3. Support programme development and planning

- Contribute to the preparation of technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevance of information.
- Contribute to the preparation and updating of the situation analysis for the development, design and management of education related programmes/projects.
- Contribute to research and report on development trends in education sector and data for use in programme development, management, monitoring, evaluation and delivery of results.
- Contribute to the development and establishment of sectoral programme goals, objectives and strategies and results-based planning through research, collection, analysis and reporting of education and other related information for development planning and goal setting.
- Provide technical and administrative support throughout all stages of programming processes by executing and administering a variety of technical programme transactions, preparing materials and documentations, and complying with organizational processes and management systems, to support programme planning, results based planning (RBM) and monitoring and evaluation of results.

4. Programme management, monitoring and delivery of results

- Work closely and collaboratively with internal colleagues and partners to collect, analyze and share information on implementation issues.
- Suggest solutions on routine programme implementation and submit reports to alert appropriate officials and stakeholders for higher-level intervention and/or decisions. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.

- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts and prepare minutes/reports on results for follow up action by higher management and other stakeholders.
- Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verify compliance with approved allocation, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on issues identified to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare draft inputs for programme/donor reporting.

5. Technical and operational support for programme implementation

- As needed, undertake field visits and surveys and share information with stakeholders to assess progress and refer to relevant colleagues for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- As requested, provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices on education related issues to support programme implementation, operations and delivery of results.

6. Networking and partnership building

- Strengthen external collaborative partnerships and sharing networks to ensure the production and dissemination of new knowledge. Continue to strengthen and build on best practices documented from existing networks and knowledge sharing forums at the country, regional and global levels.
- Build and sustain effective close working partnerships with education counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on education programmes.
- Contribute to communication and information materials for CO programme advocacy to promote awareness, establish partnerships and alliances, and support fund raising for education programmes.
 - As requested, support the Chief with any inputs to inter-agency (UNCT) meetings and events on programming to collaborate with inter-agency partners on UNDAF operational planning and preparation of education programmes/projects and to integrate and harmonize UNICEF's position and strategies with the UNDAF development and planning process.
 - Support research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

V. Competencies and level of proficiency required

<p><u>Core Values attributes</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability <p><u>Core competencies skills</u></p> <ul style="list-style-type: none"> • Nurtures, Leads and Manages People (1) • 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) 	<p><u>Functional Competencies</u></p> <ul style="list-style-type: none"> • Persuading and influencing (1) • Applying technical expertise (2) • Learning and researching (2) • Planning and organizing (2)
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VI. Recruitment Qualifications	
Education:	A university degree in one of the following fields is required: Education, Economics, Mathematics, Statistics, Psychology and other relevant social science fields
Experience:	<p><i>A minimum of two years of professional experience in one or more of the following areas is required</i></p> <ul style="list-style-type: none"> - Programme planning, management and programme monitoring/data analysis, in particular those of education programmes is considered as asset - Relevant experience in a UN system agency or organization is considered as an asset. - Experience working in a developing country is considered as asset - Experience in working/developing/supporting digital learning (contents and platforms) is considered as an asset - Advanced skills in data visualization tools desired: Proficiency in creating visually engaging infographics and dynamic dashboards to effectively communicate data insights, such as, Tableau, PowerBI, etc. - Advanced skills in data management and analysis tools desired: Proficiency in understanding of data warehousing concepts and practices (extract, transform, load) and an ability in assessing and improving data quality, including techniques for data cleansing and validation, and skills in statistical methods to interpret data sets, draw conclusions and inform knowledge management

	strategies, utilizing tools such as, SQL, Python/R, Excel, SAS or SPSS, Alteryx and/or Microsoft Access.
Language Requirements:	Fluency in English (both in speaking and writing) is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.