



UNITED NATIONS CHILDREN'S FUND JPO Request Form



Image 1: A teacher helps a child wash her hands with soap and clean water before eating, Malaysia

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 programmatic and administrative group training organized by Country or Regional Office
- ✓ Participation in thematic (education, ECD, adolescent development etc.) training and seminars organized by Country or Regional Offices

The JPO will also experience learning through

- ✓ Being part of multi-sectorial teams and working on a variety of topics, including but not limited to education, nutrition, social policy, child protection, child health, climate and ECD and adolescent participation and development
- ✓ Playing a coordinating role with external partners and stakeholders for the purpose of research data collection and knowledge dissemination agencies

Although UNICEF cannot guarantee employment for any JPO after conclusion of the assignment, the JPO will be eligible to apply during the second year for vacancies in the organization for which he/she may be qualified (including at the P2 and P3 levels). The JPO is also eligible to apply for relevant vacancies in other UN organizations at any time. Potential retention on the same JPO post for a third year is subject to cost-sharing arrangements between the donor country and UNICEF office.

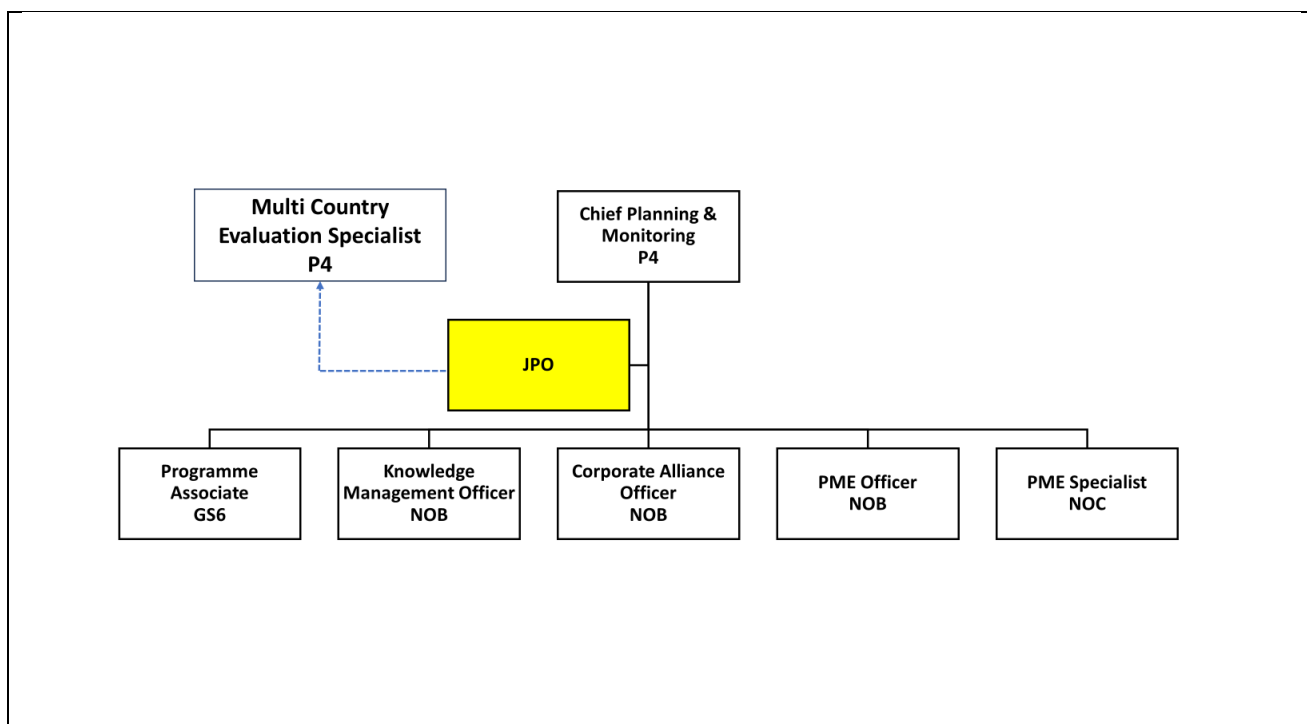
The supervisors for this specific post (Chief PME and Evaluation Specialist) have managed JPOs in the past who have obtained other posts in the organization after completion of their JPO assignments, and are committed to the professional development of JPOs.

Information and living condition of Duty station: [Kuala Lumpur/Putrajaya]

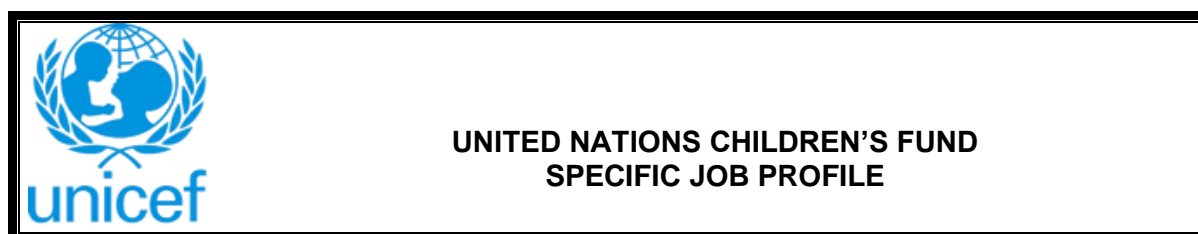
General Information	<p>UNICEF Malaysia has two offices, one in Putrajaya which sits within the UN common premises and the other is in the city centre of Kuala Lumpur.</p> <p>Putrajaya is the administrative capital and the judicial capital of Malaysia. The seat of the federal government and the judiciary of Malaysia was moved in 1999 and 2003 from Kuala Lumpur (KL) to Putrajaya because of overcrowding and congestion in KL. KL remains as Malaysia's national capital city per the constitution and is still the seat of the head of state (Yang di-Pertuan Agong) and the national legislature (Parliament of Malaysia), as well as being the country's commercial and financial centre.</p>
Security	Putrajaya and Kuala Lumpur are classified as hardship level A - Family Duty Station as per the UN security management system in Malaysia.
Housing	Different types of high quality, affordable and short/long-term accommodation are available in Putrajaya and Kuala Lumpur: standalone houses, houses in gated compounds and apartments. These could be furnished and/or fully serviced, or unfurnished. Advertisements of rental opportunities are also posted on, https://www.propertyguru.com.my/ and real estate agents are all registered with a national governing board.
Schools & Childcare	Most of the international staff's children attend international schools with an academic system that is widely recognized abroad. International schools often include kindergarten and pre-school classes (sometimes even a nursery) for younger children. Malaysia has a world class international school system and a national registration for childcare centers and services.
Work for spouses & partners	Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit must be applied for through the same hiring organization.

Reporting line of the JPO

The JPO will follow a matrix management, primarily reporting to the Chief PME, but also to the Multi-Country Evaluation Specialist (for Malaysia, Cambodia and Myanmar, based in Cambodia).



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



I. Post Information

Job Title: Data and Research Officer
 Supervisor Title/ Level: Chief PME/ P4 (matrix manager Evaluation Specialist/P4)
 Organizational Unit: PME
 Post Location: Putrajaya, Malaysia

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

II. Strategic Office 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.

Strategic office context:

The Malaysia Country Office is seeking donor support for the funding of a JPO position for 2025-2026 that will provide critical support to the generation of timely and relevant evidence to inform key policies and programmatic decisions in the years to come. Under the guidance of the Planning, Monitoring and Evaluation Section, the JPO will support the ambitious research and evidence generation agenda of the Malaysia CO, which aims to strengthen its ability to generate timely, agile and relevant evidence for decision makers within UNICEF and among its partners. The JPO will provide technical support to the methodological components of the research and evidence produced within UNICEF Malaysia, including support on sampling, research design and analytical methods. Stronger evidence is expected to feedback into key decision making processes the office is leading to support key programmatic areas, including but not limiting to the SDG data and indicators, social sector, child rights and child protection and climate . The JPO will not only be engaged in scoping, methodological design and research implementation, but will also play an important role in the dissemination of findings within and outside of UNICEF, including with development partners and government counterparts. Overall, the position will provide much-needed support for UNICEF Malaysia to generate sound evidence to enhance evidence based programming, improved organizational learning and influence national policy-making for children.

Scope of the job:

Under the direct supervision of the Chief PME (P4) and Evaluation Specialist (P4), the JPO will be responsible for:

- Providing technical assistance and quality assurance to studies, evaluations and research activities undertaken as part of the UNICEF Malaysia Integrated Monitoring and Evaluation Plan (IMEP), including in terms of support to the design of research methods, sampling, analytical methods, and triangulation of findings
- Working alongside programme sections, coordinating and developing knowledge products that can be used for dissemination of evidence for Government counterparts, other partners and donors
- Supporting the development of an evidence catalogue that summarizes the key findings, recommendations and use of all the different evidence generation pieces undertaken by the Malaysia CO over the past few years, and analyzed the impact of UNICEF evidence generation work
- Support the data work, in terms of data collection, analysis and visualization
- Preparing presentations and policy briefs of key findings of research and evaluation pieces for wider dissemination and engaging in presentations to support dissemination and policy discussions
- Collaborating with RC's colleagues to come up with high level data analysis where we can foster one UN analysis
- Support secretariat functions for the office Research and Evaluation Committee (REC), which meets quarterly to provide strategic guidance and oversight to the IMEP and other evidence generation activities. This is to streamline the research agenda in meeting the CRC and the Sustainable Development Goals agenda.
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- Support in organizing workshops and trainings for the purpose of sharing evidence with stakeholders and promoting organizational learning

III. Key functions, accountabilities and related duties/tasks:

1. Provide technical support, coordination and quality assurance to evidence generation activities of the office
2. Support development of dissemination pieces (PPT, policy briefs) of key evidence generation pieces undertaken by the office
3. Finalize a research catalogue covering key findings and recommendation from all studies, research and evaluations undertaken during the past few years
4. Provide secretariat support to the Office's Research and Evaluation Committee (REC) to streamline the research agenda in meeting the CRC and the Sustainable Development Goals agenda.

1. Provide technical support to evidence generation activities of the office
 - Provide feedback and guidance on research design, including on:
 - research methods,
 - sampling and sample design for both quantitative and qualitative data collection approaches
 - remote data collection alternatives
 - ethical considerations and
 - data collection quality assurance mechanisms
 - analytical approach and triangulation of findings
 - support data analysis and visualization
 - Support secretariat functions of the office Research and Evaluation Committee (REC)

2. Support development of dissemination pieces (PPT, policy briefs) of key evidence generation pieces undertaken by the office
 - Work alongside programme staff to identify key findings and recommendations of each study and developing short policy briefs, simple and informative power points, infographics and summary notes that can be shared with a wider audience and support in evidence programming and advocacy priorities of the office
 - Support undertaking quarterly brown bag seminars where research and study findings are shared within the office for internal and external dissemination

3. Develop a research catalogue covering key findings and recommendation from all studies, research and evaluations undertaken during the past few years
 - Complete the summary of key findings, conclusions and lessons learned from each of the IMEP items of the past few years
 - Highlight the recommendations in support of the CO's advocacy agenda
 - Discuss with programme staff how evidence has been used
 - Include a section in the research catalogue that brings all findings together

IV. Impact of Results

The support provided in leading and supporting key evidence generation activities will greatly enhance the capacity of UNICEF Malaysia and its partners to provide evidence-based solutions, design evidence-based interventions, and support the government counterparts to improve the wellbeing of children across the country. This will in turn lead to an increased capacity of UNICEF and, potentially, of the Government and development partners to adapt and fulfill their mission to achieve results for children in Malaysia, through direct improvement of their development and wellbeing.

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 (1) • Learning and researching (2) • Planning and organizing (2)
<p>VI. Recruitment Qualifications</p>	
<p>Education:</p>	<p>A university degree in one of the following fields is required: Economics, development economics, social sciences, public health, international development, public policy, research methods, or another relevant technical field where research methods (both quantitative and qualitative) were an integral part of the training.</p>
<p>Experience:</p>	<p>A minimum of two years of professional experience in one or more of the following areas is required: Research in development, including design of research methods, ideally in child development; quantitative data analysis and reporting, data management and experience in using statistical packages such as Stata, R or equivalent.</p> <p>Relevant experience in a UN system agency or organization is considered an asset.</p>
<p>Language Requirements:</p>	<p>Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.</p>