


JPO Request Form

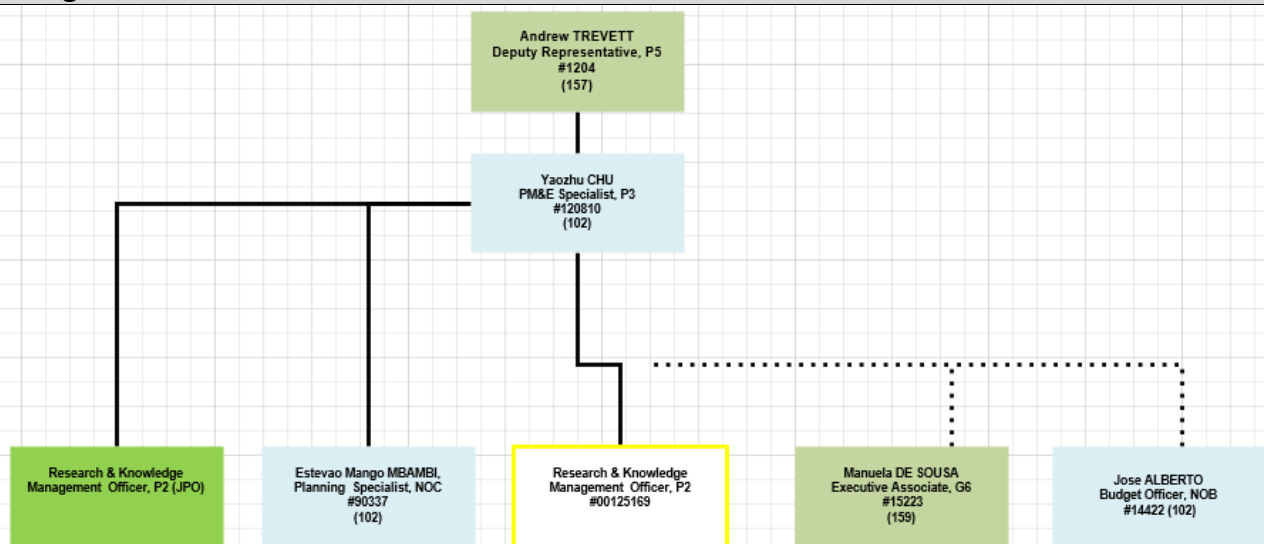
<p><b>Title of JPO Post: Research and Knowledge Management Officer</b> <b>Level: P2</b></p>	<p><b>Functional Area:</b> Planning, Monitoring and Evaluation <b>Country &amp; Duty Station:</b> Angola, Luanda</p>
	<p><b>Office Context and JPOs Contribution to the Organization</b></p> <p>The Planning, Monitoring and Evaluation Section at UNICEF is seeking donor support for the funding of a JPO position for 2024-2026 that will provide critical support for evidence generation and knowledge management, which will be key functions to strengthen in the upstreaming work of the new country programme (2024-2028). The JPO will apply theoretical and technical skills in researching, collecting, analysing and report writing to develop high-quality knowledge products and coordinate knowledge management function across the office. It will involve quality assurance of research/studies in UNICEF Angola, in close collaboration with the UNICEF Eastern and Southern Africa Regional Office and Office of Research-Innocenti, as well as knowledge exchange and management with the wider UN system in Angola and external partners. Overall, the funding of this position will provide much-needed support for the organization's strengthened commitment to evidence-based decision making and advocacy for systemic change and positioning UNICEF as a knowledge leader in Angola.</p>
<p><b>Training and Learning Plan</b></p> <ul style="list-style-type: none"> <li>✓ Participation in a one-week JPO Induction Programme in New York.</li> <li>✓ Guidance and advice in relation to training opportunities within the field of expertise;</li> <li>✓ Use of yearly JPO training funds for internal/external training opportunities.</li> <li>✓ Participation in the Region wide Mentoring, Coaching, and Career Counselling programmes;</li> <li>✓ Encourage field mission and/or stretch assignment within the first two years.</li> </ul> <p>In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:</p> <ul style="list-style-type: none"> <li>✓ Portuguese learning allowance accessible to staff including JPOs for learning working language.</li> <li>✓ Applications for additional funding to support skills development and career growth through office Learning and Development Plan.</li> </ul>	<p><b>Top three individual work-plan deliverables for the JPO:</b></p> <ol style="list-style-type: none"> <li>1. Play a key role in support the office to strengthen commitment in evidence-based programming and advocacy, through technically supporting all research and studies within the country office and providing support for research design, Terms of Reference development, information/data collection and analysis, quality assurance of draft reports, communication/advocacy materials and any other knowledge products.</li> <li>2. Support the development of national capacities for research, studies, and evaluations within the public sector, with special attention to the robust research design, ethical considerations in evidence</li> </ol>

- ✓ Wider portfolio/scope of work if demonstrating potentials to take more responsibilities.
- ✓ The supervisor has over eight years' experience in PME, research and knowledge management field. She is currently coaching and supporting a young professional on the same track. Before, she has experiences in supporting young professionals in different country offices by offering orientation for new staff in UNICEF, counselling sessions, and career development advice.

generation, data analysis and drafting of research reports.

3. Coordinate office-wide knowledge management related work, in close collaboration with programme teams and communications team, with focuses on a structured knowledge management approach in the office, establishing/expanding knowledge sharing channels, strengthening the digital workspaces that facilitate work processes and support effective information management and knowledge exchange.

### Reporting line of the JPO



### Information and living condition of Duty station: Luanda, Angola

General Information	Luanda is the capital and largest city in Angola, divided into 10 municipalities: Ingombota, Maianga, Sambizanga, Samba, Rangel, Cazenga, Cacucaco, Viana, Kilamba Kiaxi, as well as the municipality of Belas (periphery). The Government of Angola, mainly relying on revenues from oil, diamond and other natural resources, is investing heavily in infrastructure in and
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	<p>around Luanda. Luanda has quite a number of oil companies based here. Luanda has a micro-climate with rainfall substantially lower than that of the surrounding areas. Temperatures range from 25-35°C during the rainy season, which lasts from November to May. Humidity is high and it can get uncomfortably hot. In the cooler season, from mid-May to September, average temperatures range from 18-22°C.</p>
Security	<p>Luanda is classified as B Duty Station, which means that it is generally safe, but one needs to remain cautious. The most common security challenges to expatriates include robberies, pickpocketing, and theft from vehicles.</p>
Housing	<p>Different types of long-term accommodation are available in Luanda: standalone houses, houses in gated compounds, apartments. These could be furnished and/or fully serviced, or unfurnished. Advertisements of rental opportunities can be found via link: <a href="https://www.angocasa.com/">https://www.angocasa.com/</a>.</p>
Schools & Childcare	<p>Most of international staff's children attend international schools with an academic system that is recognized abroad. Main international schools include Luanda International School, L'Ecole Francaise, English School Community of Luanda, Portuguese School and Elf Creche (day-care centre). It is advisable to ask your embassy in Luanda which schools your compatriots prefer for their kids.</p>
Work for spouses & partners	<p>Work opportunities for spouses/partners are limited. However, if hired by any organisation, a work permit must be applied for through the same hiring organisation.</p>



UNITED NATIONS CHILDREN'S FUND  
SPECIFIC JOB PROFILE

**I. Post Information**

Job Title: **Research and Knowledge Management Officer**  
Supervisor Title/ Level: **Planning, Monitoring and Evaluation Specialist, post # 120810**

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

<p>Organizational Unit: Planning, Monitoring and Evaluation Post Location: Luanda, Angola</p>	
<p><b>II. Strategic Office Context and purpose for the job</b></p>	
<p><b><u>Strategic office context:</u></b></p> <p>UNICEF Angola Country Office just got the country programme document 2024-2028 approved in September 2023, in which strategic shift to more upstreaming technical assistance has been emphasized. UNICEF aims to strengthen the generation, analysis and use of data both internally and externally in the upcoming country programme, for evidence-based planning, monitoring and lesson learning. Data, research, evaluation and knowledge management will be one of the five key change strategies to accelerate results. The JPO position will provide technical support to evidence generation and knowledge management across different programme areas, to enable UNICEF Angola Country Office to become a knowledge leader and influence evidence-based decision-making in the country.</p> <p><b><u>Purpose for the job:</u></b></p> <p>The Research and Knowledge Management (KM) Officer reports to the Planning, Monitoring and Evaluation (PME) Specialist. Under the guidance and general supervision of PME Specialist, the Research and KM Officer will:</p> <ul style="list-style-type: none"> <li>• Assist in all research and studies within the country office and provide support for research design, ToR development, information/data collection and analysis, quality assurance of draft reports, communication/advocacy materials and any other knowledge products;</li> <li>• Work effectively with all programmes for a well-established integrated monitoring, evaluation and research plan (IMERP) and assist in key deliverables committed in IMERP;</li> <li>• Support the development of national capacities for research, studies and evaluations within the public sector, with special attention to the robust research design, ethical considerations in evidence generation, data analysis and drafting of research reports;</li> <li>• Coordinate office-wide knowledge management related work, in close collaboration with programme teams and communications team, with focuses on a structured knowledge management approach in the office, establishing/expanding knowledge sharing channels, strengthening the digital workspaces that facilitate work processes and support effective information management, knowledge exchange, including SharePoint sites and other platforms;</li> <li>• Support the development and dissemination of knowledge products, including but not limited to briefs derived from research and evaluations, donor reports and year-end reporting to showcase results achieved and for advocacy.</li> </ul>	

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

1. Development and monitoring the integrated monitoring, evaluation and research plan
2. Research Management
3. Capacity Development of Research
4. Knowledge Management
5. Perform any other tasks as required by the supervisor and the Senior Management.

#### 1. Development and monitoring the integrated monitoring, evaluation and research plan

- Support the development of the IMERP, which will provide the most relevant and strategic information to programming and delivery of the country programme;
- Closely track implementation of the planned and on-going research and studies by following up with programme focal points, update the status of IMERP accordingly and share with PME Specialist for CMT meetings.
- Support the refinement of research design, and the implementation of research or study projects as needed;
- Support the quality assurance of key deliverables, particularly inception reports (if applicable), draft and final reports;
- In close collaboration with communication teams, assist research managers from all sectors with the development of communication plan to disseminate research findings to intended audiences via user-friendly methods, and support the development of knowledge products when needed;
- Ensure all research and studies follow the ethical principles and standards outlined in the [UNICEF Procedure for Ethical Standards in Research, Evaluation and Data Collection and Analysis \(2021\)](#).

#### 2. Research Management

- Technically support UNICEF Angola team and partners to formulate Terms of Reference for high quality research or study projects;
- Assist with the recruitment and selection of qualified research consultants, ensuring that the selection process is in compliance with UNICEF standards for performance, accountability, transparency and ethics;
- Support the refinement of research design, and the implementation of research or study projects as needed;

- Support the quality assurance of key deliverables, particularly inception reports (if applicable), draft and final reports;
- In close collaboration with communication teams, assist research managers from all sectors with the development of communication plan to disseminate research findings to intended audiences via user-friendly methods, and support the development of knowledge products when needed;
- Ensure all research and studies follow the ethical principles and standards outlined in the [UNICEF Procedure for Ethical Standards in Research, Evaluation and Data Collection and Analysis \(2021\)](#).

### **3. Capacity Development of Research**

- Support the capacity building activities or training workshops for national partners, with special attention to the robust research design, ethical considerations in evidence generation, data analysis and drafting of research reports;
- Ensure that sufficient systems and procedures are in place at the country office to enable an appropriate ethics review of all UNICEF-supported evidence generation activities as per the [UNICEF Procedure for Ethical Standards in Research, Evaluation and Data Collection and Analysis \(2021\)](#), with capacity building sessions organized if necessary.

### **4. Knowledge Management**

- Coordinate the knowledge management function in the country office with a structured knowledge management approach, based on the global knowledge management strategy or regional knowledge management initiatives;
- Support the use of digital workspaces that facilitate work processes and support effective information management and knowledge exchange, including SharePoint sites and other platforms;
- Promote and support the country office to establish/expand knowledge sharing channels, organize learning events, and identify emerging good practices, lessons learned, and knowledge gaps in each priority result area;
- Support the development of knowledge products for better dissemination of key findings from research, studies and evaluations when needed, and support the donor reporting and year-end reporting as part of knowledge management to showcase results achieved and for advocacy.

### **5. Perform any other tasks as required by the supervisor and the Senior Management.**

#### IV. Impact of Results

The efficient and effective technical support provided to the office-wide evidence generation and knowledge management directly impact on the ability of UNICEF to influence and cultivate the culture of evidence-based decision-making within the office and promote systemic changes in line ministries and government agencies. Through carefully designed, robust piloting programmes, with effective knowledge management to document good practices and lessons learned, the high-quality evidence generated can inform policy change and eventually lead to sustainable, locally owned and scalable results in improving the well-being of children in Angola.

#### V. Competencies and level of proficiency required

##### Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

##### Core competencies skills

- 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)
- Demonstrates Self Awareness and Ethical Awareness (2)

##### Functional Competencies

- Persuading and influencing (1)
- Applying technical expertise (1)
- Learning and researching (2)
- Planning and organizing (2)

#### VI. Recruitment Qualifications

Education:	<p>Advanced University degree in in Social Sciences, Public Administration, Public Policy, Social Policy, International Development or other relevant discipline.</p> <p><i>*A first University Degree (Bachelor's) in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.</i></p>
Experience:	<ul style="list-style-type: none"> <li>• A minimum of two years of professional experience in conducting research or studies, and research management.</li> <li>• Proven skills in data visualization and research report writing are required.</li> <li>• Advanced skills and technical proficiency in SharePoint and other collaborative tools are required;</li> <li>• Exposure to various approaches of effective knowledge management and sharing is an asset;</li> <li>• Relevant experience in a UN system agency or organization is an asset.</li> <li>• Strong management and coordination skills in a complex multi-organizational setting are assets.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• English – good command of written and oral English is essential; Knowledge of another official UN language or local language (Portuguese) of the duty station is considered as an asset.</li> </ul>