



## UNITED NATIONS CHILDREN'S FUND JPO Request Form

### Training and Learning Plan

- ✓ Participation in a one-week JPO Induction Programme in New York. If applicable;
- ✓ 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 2<sup>nd</sup> year
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**In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:**

- ✓ On-the-job training and coaching in applying technical and partnership building skills in public finance management.
- ✓ Participate in regional training workshop, if applicable.
- ✓ Participate in Regional Network Meetings for PME, if applicable.
- ✓ Participate in Regional Open Budget and knowledge exchange Workshops.
- ✓ Career prospects and potential for retention opportunities are available within other UNICEF country Offices in the Region and beyond

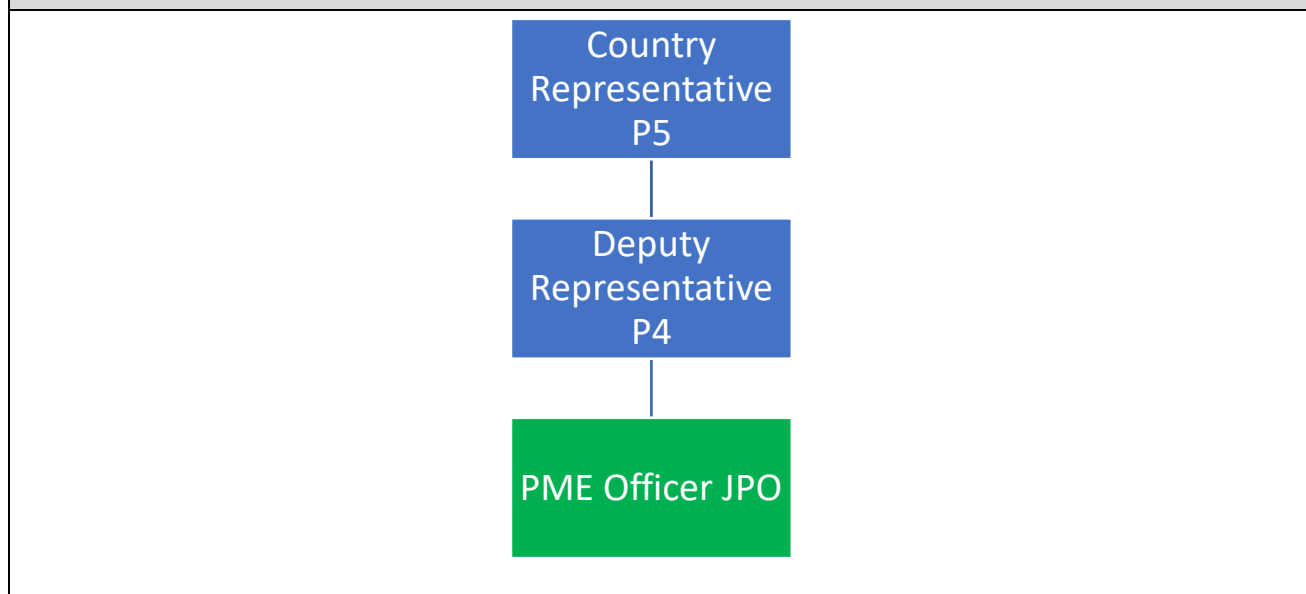
**Supervisor's Experience:** Direct supervision from a supervisor with extensive experience in coaching and managing multi-cultural, providing strong mentorship and developmental opportunities.

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

General Information	The Republic of Namibia is in the south-western part of Africa with an estimated population of 2.6 million and surface area of 825,418 km <sup>2</sup> . The capital city of Namibia is Windhoek situated at around 1,700 m above sea level with a population of 431,000, which is growing continually due to a continued migration from other regions in Namibia. The United Nations Office, housing all UN Agencies, including UNICEF, is based in Windhoek. Namibia shares borders with Angola, Zambia and Zimbabwe in the North, Botswana in the East and South Africa in the South. The currency in Namibia is the Namibian Dollar, which is fixed and equal in value to the South African Rand. The South African Rand is also a legal tender in Namibia. English is the official language in Namibia whilst other languages such as Afrikaans and German are widely spoken and enjoy a similar status as official languages in selected schools. <i>(Details are availed to all new staff joining UNICEF as part of standard welcoming package).</i>
Security	The Security Level in Windhoek, Namibia is classified as Level 1 as per the UN security management system. There are limited security risks. However, all newly arriving staff members and international consultants get an appropriate briefing on the security in the country by the UN Department of Security Services (UNDSS), based in Namibia.

Housing	Different types of long-term accommodation are available in Windhoek: Apartments, standalone houses, sectional titles (houses compounds). These could be furnished and/or fully serviced, or unfurnished. Some can be rented out including water and electricity, where the tenant is expected to pay for those on a monthly bases while some are rented out with water and electricity included in the rental fee. All UNICEF new staff arrivals must ensure that UNDSS has assessed his/her potential home before signing a lease with a landlord or a real estate company. UNICEF has a list of recommended estate agencies to use, and contacts are availed as part of a standard welcoming package available to all new staff.
Schools & Childcare	Several schools are available and provide good multi-cultural education (English or German language medium). In addition, most of international staff's children attend at the international school with an academic system that is widely recognized abroad and there is a number of private schools providing high standards of education. Both the private and international schools often include a kindergarten and pre-school classes for younger kids. It is advisable to ask your embassy in Windhoek which schools your compatriots prefer for their kids.
Work for spouses & partners	The 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 [Please insert an org chart that is showing the reporting line of the JPO]**



\*\*\*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

<b>Job Title:</b> JPO, Monitoring and Evaluation Officer <b>Supervisor Title/ Level:</b> Deputy Representative, P4 <b>Organizational Unit:</b> Programme <b>Post Location :</b> Windhoek, Namibia Country Office	<b>Job Level:</b> Level 2 <b>Job Profile No.:</b> 60000102 <b>Job Classification Level:</b>
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#### II. Strategic Office Context and purpose for the job

##### Strategic office context: \_

In the strategic context of Namibia, the Country Office plays a crucial role in addressing both the country's development challenges and its growth potential. The focus is on supporting sustainable development, enhancing social services, and reducing disparities between urban and rural children. Junior Professional Officer (JPOs) contributes significantly to UNICEF's efforts by providing fresh perspectives, technical expertise, and innovative approaches to program design and implementation. They support key initiatives in areas such as education, healthcare, and child protection, while also assisting in policy advocacy and partnership building. His/her contribution helps drive UNICEF's mission to protect children's rights, meet their basic needs, and help them reach their full potential. equitable development across the country.

Sponsoring a **Junior Professional Officer (JPO)** is seen as a strategic response to augment the office's capacity by:

- **Strengthening human resources** to meet programmatic demands.
- **Facilitating knowledge transfer and innovation** that will enhance operational efficiency.
- **Retaining talent and commitment to public service**, ensuring the sustainability of interventions.
- **Expanding networks and partnerships**, increasing UNICEF's reach and influence within the country.

The JPO will work across development programming sectors linked to some development aspects spanning from Health and Nutrition, ECD, WASH, Child Protection, Social Protection, Education and Child Rights Monitoring. In addition, s/he will engage with cross-cutting issues such as climate change, gender equality, and social behaviour change communication.

The JPO will support the development, implementation, monitoring and reporting of the United Nations Sustainable Development Cooperation Framework (UNSDCF) and UNICEF country program document (CPD) 2025-2029.

##### Purpose for the job:

Monitoring and Evaluation Officer is accountable for the accomplishment of the stated key end-results by providing professional expertise and assistance in information/data collection, statistics and data analysis, monitoring & evaluation (M&E), preparation of reports, communication and partnership, and

in implementing training programmes for national and sub-national data collection, monitoring, evaluation and research capacity building with special attention to the interest, concern and participation of primary stakeholders.

Under the direct supervision of the Deputy Representative, P4, who also started her career as JPO PME Officer, the JPO will be responsible for the following key functions/accountabilities:

#### **Key Responsibilities:**

1. Evidence Information Systems Integration (EISI) is being developed and implemented to establish strategic priorities and formulate a realistic plan of activities for monitoring and evaluation (M&E).
2. Monitoring and measuring changes in conditions due to programmes or policies are conducted in a timely manner, with the involvement of relevant partners, to provide updates to the Country Office and national partners, supporting national planning, impact assessment, and reporting on programme and policy progress.
3. Country Office performance is systematically tracked, with data for key indicators from the Annual Management Plan and management reports being regularly collected, analyzed, and made accessible to management and the Country Management Team.
4. Evaluation processes are being designed and executed with a focus on quality and alignment with strategic priorities. Findings, recommendations, and reports are utilized to enhance programme performance and are disseminated effectively to the relevant audiences. Major partners are kept informed and involved as needed.
5. The monitoring and evaluation capacities of Country Office staff and national partners are being strengthened to ensure increased participation and leadership in M&E processes.
6. Communication and partnerships are being facilitated to integrate research, monitoring, and evaluation activities across the Country Office, the Regional Office, national partners, the UN Country Team, and the international community. Results are shared with partners to encourage collaborative engagement.

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

#### **1. Evidence Information Systems Integration (EISI)**

***Provide technical support to ensure that the Country Office and national partners use a well-prioritised and realistic plan of research, monitoring and evaluation activities that will provide the most relevant and strategic information to manage the Country Programme, including tracking and assessing UNICEF's distinct contribution.***

#### **Duties & Tasks**

- Make professional contributions to and provide technical assistance for the planning and establishing the major research, monitoring and evaluation activities in multi-year and annual EISI, which is to be reflected in UNSDCF M&E Plans.
- Participate in management studies and support/participate in thematic/strategic evaluations to improve development & organizational effectiveness.
- Support and contribute to effectively joint evaluations with developmental partners, including joint evaluation of UNICEF or of multi-partner programs.
- In close consultation with management and liaison with partners, make a professional contribution to formulation of the EISI from a sound results-based programming process and collaborative working relations with partners
- In a close coordination with partners, ensure that the EISI include data collection activities that provide accurate and relevant data on key activities and results, including results for children.

- Contribute to the incorporation of M&E tasks in the EISI which were identified within the CO Emergency Preparedness and Response Plan, in order to anticipate and prepare for the information needs and operational modalities of an emergency.
- In humanitarian response situations, within the first month, draft and recommend a simple one-month data-collection plan to cover key data gaps as required for the initial emergency response, working in close collaboration with the humanitarian clusters partners. After the initial humanitarian response, support management of the medium-term response with a revised EISI.

## **2. Situation Monitoring and Assessment**

***Provide technical support to ensure that the Country Office and national partners have timely and accurate measurement of change in conditions in the country or region, including monitoring of socio-economic trends and the country's wider policy, economic or institutional context, to facilitate planning and to draw conclusions about the impact of programmes or policies.***

### **Duties & Tasks**

- In coordination with other stakeholders, support the collection of Sustainable Development Goal (SDG) indicators (through MICS or other surveys) to improve integrated national planning.
- Support management of available baseline information on national statistics and key indicators through updating the databases (e.g., TransMonEE) for easy access and use. Prepare country level statistical reports on the status of children's and women's human rights issues, and provide a technical support to global reporting obligations including national reports on progress toward the SDGs, toward CRC fulfilment, and toward CEDAW fulfilment.
- Keep monitoring the situation of children's and women's rights with national partners and keep updated with the information of the quality research that address issues and challenges affecting children and their families.
- Coordinate with the Country Office and partners and provide assistance in their using up-to-date information in, inter alia, Situation Analysis, Common Country Assessment, Early Warning Monitoring Systems, Annual Reviews, Mid-Term Reviews, and Annual Reports or other progress reports.
- In humanitarian response situations, provide technical support for a rapid assessment (inter-agency or independently if necessary) to be carried out within the first 48-72 hours. Provide rapid and accurate information on emergency programme's coverage, coordination and coherence in close collaboration with partners and in line with the core commitment on children (CCCs).
- Provide technical support to ensure that the CO has information necessary for UNICEF to effectively report on and advocate for children's rights through the appropriate channels and to enhance partnerships with key players in monitoring collectively progress on child focused international commitments, including SDGs.
- Support the CO in collecting and interpreting existing early warning data effectively to guide the adjustment of programmes and operational approaches when and as country contexts deteriorate.
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## **3. Programme Performance Monitoring**

***Provide technical support to ensure that the Country Office has quality information to assess progress towards expected results established in annual work plans.***

### **Duties & Tasks**

- Provide technical support as necessary to identifying and adjusting a set of programme performance indicators, in the context of the multi-year and annual EISI, the Annual Management Plan and Annual Work Plans.
- Provide technical support to ensure that monitoring system are in place and that key annual programme indicators are tracked and analysed, including those related to

partnerships initiative, and provided regularly to the Country Management Team/ Senior Management Team to guide programme and management decisions.

- Carry out data collection and analysis from field visits, standardising them across programmes, to feed into to programme performance monitoring.
- Keep tracking of follow-up action based on management decisions resulting from Country Office performance monitoring and evaluation.
- Compile monitoring and evaluation information/data, and make them available to programme/planning sections. Contribute to the preparation of management reports (e.g., relevant sections of the annual reports), drawing on monitoring and analysis of key management indicators. Assist in the preparation of reports on systemic issues, good practices or any other analysis or data related to programme implementation and/or evaluation, including programme's performance, relevance, efficiency, effectiveness, and sustainability; as well as good practices in partnerships and collaborative relationships.

#### 4. Evaluation

***Provide technical support to ensure that a well-prioritised and strategic selection of evaluations at programme or Country Office strategy level is managed in order that each evaluation is designed and carried out with quality process and products and that evaluation results are useful to the intended audience.***

##### Duties & Tasks

- Provide support to ensure that the relevant programme partners participate and formulate Evaluation Terms of Reference and design of high quality.
- Provide technical support to ensure that evaluation design and management meet quality standards as outlined in UNICEF Programme Policies and Procedures and related stand-alone Evaluation Technical Notes, when necessary seek expertise of knowledge institutions. Facilitate and take part in producing Evaluation Office's responses on specific and substantive issues.
- Review and provide technical comments on draft evaluation reports. Contribute to the effective dissemination and sharing of knowledge, findings, conclusions, recommendations and lessons from evaluation to the intended audience as described in the Terms of Reference with a view to improving programme performance and contributing to wider learning. Specifically, assist in feeding evaluation results into key UNICEF programme planning processes including the Annual Reviews and the Mid-Term Reviews, and formulation of the Country Programme Document, the Country Programme Action Plan and the Annual Work Plans. Support effective participatory feedback, including to community and civil society stakeholders.
- Provide assistance in tracking to ensure that a management response to the findings and recommendations of the evaluation is completed, recorded, and followed up for implementation. Most specifically, ensure that evaluation recommendations are submitted to the Country Management Team and follow-up actions recorded in CMT minutes.
- Submit electronic copies of all evaluations to NYHQ via the Evaluation Data Base web portal, with full accompanying documentation.

#### 5. M&E Capacity Building

***Provide technical support to ensure that the monitoring and evaluation capacities of Country Office staff and national partners – government and civil society – are strengthened enabling them to increasingly engage in and lead monitoring and evaluation processes.***

##### Duties & Tasks

- Contribute to the collaboration of an M&E capacity building strategy for national partners and institutions and corresponding activities for implementation in the context of the EISI or UNSDCF M&E plan. Provide technical support for implementation of capacity building strategies as a joint commitment with other developmental partners with special attention to the interest, concern and participation of primary stakeholders.
- In close consultation with senior managers, contribute to formulation of staff capacity development strategy and plans, and exercise effective leadership in implementing them,

ensuring that Country Office staffs have the basic knowledge and skills to fulfil their monitoring and evaluation responsibilities, and training is planned and carried out to fill identified gaps.

- Promote and provide support to ensure that Country Office staff and national partners are aware of and have access to UNICEF monitoring and evaluation learning resources.
- Contribute to facilitate that Evaluation capacity of national partner organisations is strengthened through their involvement in evaluation processes and possibly through specific capacity building initiatives.
- Contribute to liaise with knowledge institutions to seek partnerships for the identification of capacity gaps and the development of strategies to address them.

## **6. Communication and Partnerships**

***Provide technical support to ensure that all of the above tasks are carried out and accomplished through effective communication and partnerships, as elaborated below:***

### **Duties & Tasks**

- Facilitate or contribute to integrated planning of research, monitoring and evaluation activities within the Country Office, with national partners, the UN Country Team and the wider international community, in the context of internal office management plans, the country programme process, the UNSDCF and sector wide approaches respectively.
- Facilitate or contribute to joint monitoring and evaluation activities with national partners, the UN Country Team and the wider international community, wherever possible in the context of the above processes.
- Provide technical support to Country Office staff and national partners on data collection, data management and data analysis for basic monitoring and evaluation.
- Provide synthesis of M&E results to the country office senior management, the Country Management Team and key programme and operations staff.
  - Ensure that evaluation recommendations are communicated to the relevant partners for implementation, with advice on the Implementation Plan and follow-up action for future programming.
- Facilitate learning from the results of monitoring and evaluation within the Country Office and more widely within UNICEF in the region and globally, as well as among national partners and other key stakeholders.
- Seek advanced or in-depth technical support on monitoring and evaluation from the Regional M&E Advisors and headquarters advisors on monitoring and evaluation as necessary.
- Collaborate with the Regional M&E Adviser to ensure the availability of current and accurate monitoring and evaluation data and results.
- Collaborate with Regional M&E Advisers and HQ Officers for overall coordination of priority research, monitoring and evaluation activities.

## **IV. Impact of Results**

The JPO will act as a key liaison within the UNICEF office, engaging with colleagues at various levels - local, headquarters, and field - to support the achievement of planned programmatic results for children in Namibia. Regular interaction with external parties, including UN offices, donors, and international organizations, is expected. The JPO's contributions will:

- Enhance the office's capacity to follow up on programmatic actions and results.

- Improve the quality of programmatic concepts, initiatives, and documentation.
- Ensure the effective implementation of the current cooperation program.
- Support the design and development of the next Country Programme.

Overall, this position will strengthen the efficiency and effectiveness of UNICEF's interventions in Namibia, making significant contributions to the improvement of child-focused outcomes in the country.

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

##### **Core Values attributes.**

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

##### **Core Competencies**

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

#### **VI. Recruitment Qualifications**

Education:	A university degree is required in International Relations, Political Science, Public Administration, or another relevant technical field.
Experience:	<p>A minimum of 2 years of relevant professional work experience in external relations, public affairs or international development cooperation, preferably within the UN, or in a government institution, NGO</p> <p>Prior experience of working in coordination, planning, or in an executive office will be an asset as well as experience in the region and one of the core programmatic areas of UNICEF (Education, Child Protection, Health &amp; Nutrition, WASH or Social Policy, Partnerships and Resource Mobilization).</p> <p>Prior experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	Fluency in English is required.