



UNITED NATIONS CHILDREN'S FUND JPO Request Form

JPO Request Form

<p>Title of JPO Post: Monitoring and Evaluation Officer Level: P2</p>	<p>Functional Area: Monitoring and Evaluation Country & Duty Station: Asmara, Eritrea</p>
<div data-bbox="253 653 859 1056" data-label="Image"> </div> <p><i>Dubab region, 2024</i></p> <p><i>Eight-year-old Fatima Abdellah Salih from Hutsit School in Ghindae, Northern Red Sea, received books thanks to our programme. Without timely and quality monitoring, it's hard to ensure these programs work as planned.</i></p> <p><i>The M&E Officer's role is crucial to making sure we achieve our goals for children like Fatima.</i></p>	<p>The UNICEF Eritrea country office; Planning, Monitoring and Evaluation (PME) Unit is seeking donor support for the JPO position for 2025-26 to provide technical and administrative support throughout all the stages of the PME programme by executing and administering a variety of technical programme, transactions, preparing documentation, complying with the organizational process and management system, and to support progress towards PME related output result in the country programme document, contributing to Programme Effectiveness Outcome.</p> <p>Top individual work-plan deliverables for the JPO:</p> <ol style="list-style-type: none"> 1. Setting Standards for Programme performance monitoring 2. Support to the preparation of the integrated monitoring and evaluation plan (IMEP) 3. Innovation, knowledge management and capacity building
<p>Training and Learning Plan</p> <ol style="list-style-type: none"> 1. Participation in a one-week JPO Induction Programme in New York. 2. Guidance and advice in relation to training opportunities within the field of expertise; 3. Use of yearly JPO training funds for internal/external training opportunities; 4. Participation in the Mentoring, Coaching, and Career Counselling programmes; 5. Encourage field mission and/or stretch assignment within the first two years; 	<p>The efficiency and efficacy of support provided by the Officer to the CMT and wide range stakeholders contribute to the successful monitoring and execution of evaluation efforts that in turn result in improved country office and national stakeholders' performance and achievement of concrete and sustainable results.</p>

<p>In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:</p> <ul style="list-style-type: none"> ✓ "Rights and Results Programming (RRP) for Every Child" course E-Learning ✓ Performance Planning at UNICEF. E-Learning ✓ Participate in the relevant group learning opportunities at the ECO ✓ Participate in the Staff Retreat at the ECO ✓ Participate in planned individual learning as needed. ✓ The current supervisor is experienced in coaching (currently in the process of obtaining EMCC accreditation) ✓ The current supervisor who is a P4 level has demonstrated strong leadership skills, and this was evidenced through her management of 13 staff members, including 3 IPs, 4 consultants, and 1 international UNV, in current and previous roles. ✓ The country context environment requires lots of resilience and makes any individual to grow professionally and enhances the competitiveness for future positions. 	<p>Effective implementation of evaluations enhances UNICEF's capacity and credibility in delivering highly effective programs and concrete and sustainable results that directly improve services to mothers and children in the country.</p>
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Information and living condition of Duty station: Asmara	
General Information	<p>Please write a short paragraph with duty station information.</p> <p>Asmara is a small, charming city with strong Italian influence. The city centre is vibrant with coffees, cinemas, and restaurants. The public transport is relatively good, and one can easily live in Asmara without a car. The city is not particularly busy and the shopping options are limited to small shops as there are no big shopping malls. Health care options are limited, but there is a dedicated UN clinic with a doctor, a nurse and a lab technician within the UN compound. Most of the UN agencies are within the same compound about 10 minutes' drive from the city centre.</p>
Security	<p>Please provide information on the level of security at the duty station.</p> <p>Asmara is relatively secure place and petty crime is low. It is safe to walk or cycle around in most parts of the city during daytime and in fact many of the staff walk or cycle to the office. After dark regular precaution should be exercised particularly as the lighting is limited outside of the main streets. There is no risk of terrorism in Asmara.</p>

Housing	<p>Please provide information on housing at the duty station.</p> <p>The housing available is mostly houses or apartments. Gardens are not typical of Asmara but usually the houses have a small green area around the house. Housing is available furnished or unfurnished, though due to the restrictions it may be better to bring a full shipment.</p>
Schools & Childcare	<p>Please share information on Schools and Childcare at the duty station.</p> <p>There is one school in Asmara with status of international school following the British curriculum. It offers access to grade 1-11 and in addition pre-school level beginning from age 3.</p> <p>The school is small, and the class sizes are maximum 10 students.</p>
Work for spouses & partners	<p>Please share information available opportunities for Work for spouses and partners.</p> <p>Work opportunities for spouses/partners are very limited. There are not many international organizations around and the best option for the spouse would be to be working remotely from Asmara.</p>



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: **PME Officer**
 Supervisor Title/ Level: **PME Specialist**
 Organizational Unit: **Programme Effectiveness**
 Post Location: **Asmara, Eritrea**

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

II. Strategic Office Context and purpose for the job

Strategic office context:

Eritrea, located in the Horn of Africa along the Red Sea, has a rich history marked by its strategic coastal location. This area has been a significant trade route and cultural crossroads for centuries. Eritrea gained independence from Ethiopia in 1993 after a prolonged 30-year war. Despite its challenging past, Eritrea has made strides in nation-building and development, in spite of socio-economic challenges. UNICEF has been the partner of choice for the Government of Eritrea, focusing on improving the health, education, and overall well-being of children and women. The PME unit plays a crucial role in this mission by ensuring that Country Programme between the Government of the State of Eritrea (GoSE) and UNICEF is effectively planned, monitored, and evaluated. This systematic approach helps in identifying gaps, measuring impact, and making data-driven decisions to enhance the effectiveness of various interventions. The JPO programme has been instrumental in providing additional resources and expertise to UNICEF's efforts in Eritrea when supported. JPOs bring fresh perspectives and specialized skills, significantly contributing to implementing and monitoring of UNICEF Programme.

By sponsoring the M&E Officer, the government can demonstrate its commitment to effective governance, transparency, and sustainable development. This investment will not only improve the success rate of current programme but also build a stronger foundation for future for the Country Programme between GoSE and UNICEF for children in Eritrea.

Purpose for the job: The Monitoring & Evaluation Officer reports to the Chief of Planning, Monitoring & Evaluation for supervision. The Officer provides professional technical, operational and administrative assistance throughout the planning, monitoring, evaluation process preparing, executing, managing and implementing a variety of technical and administrative tasks to contribute to evaluation planning, implementation, oversight and reporting to ensure that evaluations are carried out according to schedule and that results and recommendations are implemented and followed up.

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

1. Setting Standards for Programme performance monitoring

- Provide technical support as necessary to monitoring Annual Work Plans, including reporting on progress of the equity and gender marker as outlined in the Programme Policy and Procedures Guidance
- Provide technical support as necessary in organising and managing annual/mid-year/mid-term/end term country programme reviews ensuring consistency with objectives and goals set out in the CPD and contribute to the Annual Management Plan.
- Monitor follow-up actions based on management decisions resulting from Country Office performance monitoring and evaluation.
- Support the programme components to effectively monitor and report on the intersectoral programme results, cross sectoral programme component results and field office results to facilitate programme coherence and convergence where appropriate.
- Contribute to development of programme monitoring framework for the learning zones including technical backstopping to the field team for convergent programming.
- Provide technical support to programme sections to effectively monitor and report on the intersectoral programme results.

2. Support to the preparation of the integrated monitoring and evaluation plan (IMEP)

- Participate in evaluation planning and discussions and support the development and completion of IMEP through research, collection, analysis and reporting of evaluation related information/data to facilitate integrated evaluation planning and priority and goal setting.
- Provide technical and operational support throughout the evaluation process by executing/administering a variety of technical, operational and administrative transactions, preparing related materials/documentations and complying with organizational processes and management systems, to support evaluation results based planning (RBM) and monitoring and assessing results.
- Prepare required documentations/materials/data to facilitate evaluation planning, implementation and reporting.

3. Innovation, knowledge management and capacity building

- Identify, capture, synthesize and share lessons learned from evaluations for integration into broader knowledge development planning and management efforts.
- Research and report on best and cutting edge practices for development planning of knowledge products

and systems for evaluations.

- Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

IV. Impact of Results

The efficiency and efficacy of support provided by the Officer to the CMT and wide range stakeholders contribute to the successful planning and execution of evaluation efforts that in turn result in improved country office and national stakeholders' development planning, performance and achievement of concrete and sustainable results.

Effective implementation of evaluations enhances UNICEF's capacity and credibility in delivering highly effective programs and concrete and sustainable results that directly improve services to mothers and children in the country.

V. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

Core competencies skills

- Nurtures, Leads and Manages People (1)
- 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)
- Drives to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Functional Competencies

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

VI. Recruitment Qualifications

Education:	A University Degree in economics, psychology, sociology, education or other social science field is required.
Experience:	A minimum of 2 years of professional experience in social development analysis and programming at the international and/or in a developing country is required. Relevant experience in program/project monitoring and evaluation in a UN system agency or organization is an asset.

Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.
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VII. Signatures- Job Description Certification		
Name: Yasuko Ohashi	Signature	Date
Title: (PME Section Head)		
Name: Hassen Belkady	Signature	Date
Title: (OIC-Representative)		