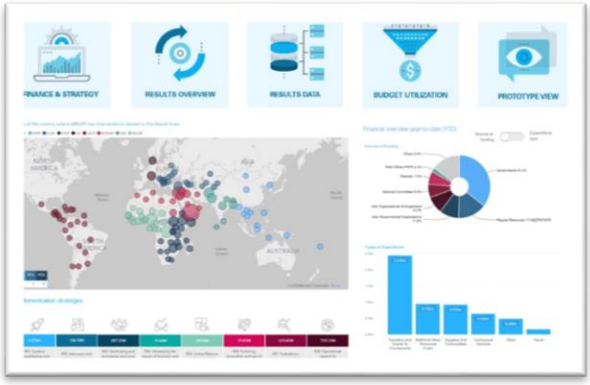
UNITED NATIONS CHILDREN'S FUND
JPO Request Form



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 programs.
- ✓ 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:

- ✓ Knowledge and evidence generation
- ✓ Data packaging and visualization
- ✓ Evidence base programming and programme performance management
- ✓ Child rights Monitoring
- ✓ UNICEF country programme cycle management

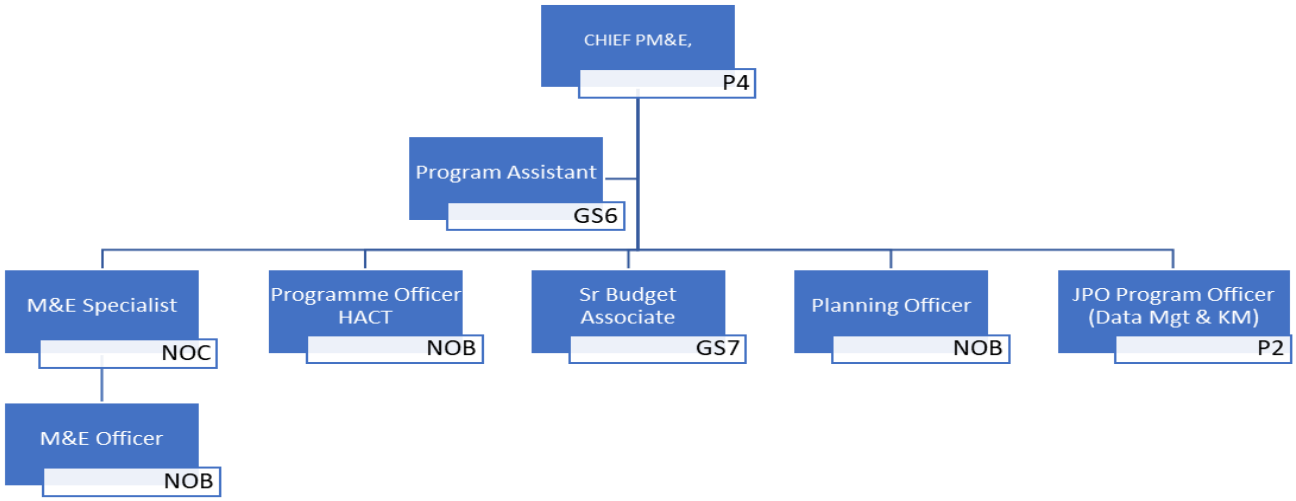
Career prospects and potential for retention:
Knowledge and evidence generation and packaging will increasingly become a pivotal area of work in support to UNICEF leveraging and policy advocacy agenda for protecting child rights. It is a very promising area for career development within UNICEF, as well as other UN entities.

Supervisor's experience in coaching and development of young professionals:
More than 19 years of experience including in multi-cultural contexts. Supervision and coaching of junior colleagues under her direct supervision and across teams.

Information and living condition of Duty station: [For Filed Office locations only]	
General Information	A country of about 29 million inhabitants, Cote d'Ivoire is one of the most developed countries in West Africa, accounting for more than 40% of the West African Economic and Monetary Union's GDP and exports. The country remains politically stable and recently organized local elections that remained mostly peaceful. The official language of the country is French, and the diplomatic and expatriate community is large and diverse.

	UNICEF main Office is in Abidjan, the economic capital and largest city of the country. A cultural crossroads of West Africa, Abidjan is characterized by a high level of industrialization and urbanization. The transport network is developed and offers safe options to commute withing the city and between major towns. Abidjan features a tropical wet and dry climate with a long rainy season from March to July, a short rainy season from September to December, and three dry months (January, February and August).
Security	The Security Level in Abidjan is classified as Moderate (Level 3) as per the UN security management system in Cote d'Ivoire. The political situation remains relatively calm, and the next general elections will take place in 2025. Terrorism remains a concern especially in the North part of the country bordering Mali and Burkina Faso. Despite some security challenges, there is a quick response Police service and effective fire services.
Housing	Different types of long-term accommodation are available in Abidjan: standalone houses, houses in gated compounds, apartments. These could be furnished and/or fully serviced, or unfurnished. Electricity and running water are available, although this may not be 24hrs in few areas of Abidjan. Costs are reasonable but vary per location. Upon arrival, you staff reside in a hotel or apartment until they get a permanent housing. Long term accommodation can be found trough available Real estate agencies.
Schools & Childcare	Abidjan has the French School, and several other international schools offering an international curriculum, some with the international baccalaureate Programme. There is a large network of privately owned kindergartens and pre-schools.
Work for spouses & partners	Work opportunities for spouses/partners are limited but available within the UN system, the INGO sector, and other International Organizations. UNICEF has a specific policy for supporting spouses of international staff installed in the country with their spouses to access to opportunity of consultancy within the organization.

Reporting line of the JPO: the JPO will report to the Chief of PM&E Section



UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Programme Officer (Data Analytics and KM)** Supervisor Title/ Level: **Chief PME/P4** Organizational Unit: **Cote d'Ivoire Country Office** Post Location: **Abidjan**	Job Level: P2 Job Profile No.: Job Classification Level: 2

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 Planning, Monitoring and Evaluation Section at UNICEF Cote d'Ivoire is seeking donor support for the funding of a JPO position for 2024 – 2025 that will provide critical support to the enhancement of the office knowledge management, evidence-base programming, policy advocacy and partnership leveraging both in development and humanitarian contexts. In line with UNICEF Executive Director call on leaders in all countries around the world during the September 2023 UN SDG Summit to prioritize knowledge and evidence for children, UNICEF Cote d'Ivoire in collaboration with the Direction of Planning has an ambitious data agenda to further position child rights in national development agendas. The JPO is expected to support the office efforts in promoting strong partnerships and collaboration among stakeholders to facilitate data collection, sharing and use, to determine the concrete actions needed to reach the SDG targets. Overall, the funding of this position will provide much-needed support for the organization's strengthened commitment to respond to the need to have data (analytics) and other evidence to inform the planning cycle and improve UNICEF's impact through advocacy, capacity improvement and delivery of services at country level.

Purpose for the job:

Development effectiveness and humanitarian performance rely on effective and efficient planning, monitoring, reporting, and analysis systems. Accessing the right knowledge and measuring the right metrics at the right time

is essential in assuring accountable use of resources, equitable delivery of results, timely decision making, and identification of lessons for future programming.

As a middle-income country, the Government of Cote d'Ivoire in collaboration with UNICEF and other development partners has made considerable progress in regularly producing and disseminating socio-economic data, including with DHS, MICS surveys and Census. UNICEF Cote d'Ivoire has conducted key evaluations in the past 5 years that have generated evidence on outcomes, impacts and lessons learnt of implemented programmes. Additionally, inSight provides UNICEF staff with up-to-date and easily accessible financial and programme results data sets that can be customized to the country specific needs to support day-to-day decision-making. This represents a wealth of data and evidence that can be leveraged for impactful policies, strategies and programmes that advance child rights.

Packaging and presenting data in a simple, visual, and attractive way is critical to the timely and right actions of policy and decision makers. This will be accomplished by integrating data from multiple data sources and presenting it in the form of scorecards, dashboards, analytics, and standard reports.

Under the direct supervision of the Chief Planning, Monitoring and Evaluation, and in collaboration with colleagues in various sections where relevant, the incumbent will support the development and implementation of a knowledge management plan and undertake a variety of data mining, visualization, and integration activities using Microsoft Power BI software and other relevant technologies. He/she will maintain and expand efforts to streamline the processing and visualization/dissemination of data to serve UNICEF's needs for more systematic, institutionalized and evidence-based performance management and policy advocacy. She/he is expected to provide support and guidance through engagement with sectoral teams, Government and Implementing partners for effective use of the knowledge and data management systems, tools, and products.

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

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results:

1. Knowledge Management
2. Data packaging and visualization
3. Capacity Building

1. Knowledge Management

- Engage with various partners and teams to understand their knowledge needs and align knowledge management strategies with the country programme results.
- Lead the development of a knowledge management (KM) plan in support to achieving the country programme results
- Coordinate and support the implementation of the KM plan: development of learning/knowledge products, including on innovative approaches, lessons learnt and good practices. Produce and disseminate periodic trend analysis reports, infographics, and thematic results bulletins in collaboration with sectoral teams.
- Categorize and structure knowledge to make it easily accessible, leveraging databases, technology tools and platforms such as SharePoint team sites, collaboration software, content management systems, etc.
- Develop knowledge products for program advocacy to promote awareness and support leveraging of partnership and resources.
- Provide information to be used for resource mobilization and fundraising documents.
- Streamline methods of information and knowledge sharing across the office: document management, online collaboration, etc.
- Support the establishment of effective feedback mechanisms including with affected populations in humanitarian context.

2. Data packaging and visualization

- Work with sectoral teams and relevant national institutes on visualization requirements for results data for use by Government partners, the Country Management Teams (CMTs), Programme Country Team (PCTs)
- Identify data from all corporate and external sources and support data integration from various sources to create a unified and comprehensive dataset.
- Jointly with sectoral colleagues and national institutes staff, develop analytical models and results dashboards that combine and collate results data;
- Create visualizations that add programmatic value by highlighting current status, trends, convergence, trajectories, and gaps;
- As required, transform technical documents into advocacy and communication products across country office sections.
- Collaborate with colleagues and partners in charge of data analysis to provide them with clean, well-organized data for analysis.

3. Capacity Building

- Build and maintain close working partnerships with sectoral colleagues, government counterparts and national stakeholders, through active sharing of information and knowledge.
- Develop and update documentation, manuals, and training materials to share knowledge effectively.
- Promote a culture of knowledge sharing and collaboration within the office through training, workshops, and communication.
- Providing training and support to partners and sectoral teams on data and knowledge management best practices, tools, and systems.

IV. Impact of Results

Effective use of knowledge and evidence support quality and meaningful programming and facilitate monitoring and reporting on UNICEF country programme results and its contribution to achieving results of the National Development Plan, the UNDSCF and the SDGs. This will be based on tools and systems that are 'fit for purpose' not only for regular programming but also for use in humanitarian and nexus contexts to facilitate evidence-based decision-making and improvement.

The incumbent will contribute to maintain and expand UNICEF Cote d'Ivoire efforts in enhancing its ability to learn, innovate, and make informed decisions by efficiently managing and sharing its collective knowledge and information resources. She/He will expand the ongoing efforts for the development of data visualization products that present complex information in a clear and engaging manner to bridge the gap between data analysis and decision-making by transforming raw data into actionable insights through effective visualizations.

V. Competencies and level of proficiency required

Core Values attributes	**Functional Competencies**
• Care • Respect • Integrity • Trust • Accountability • Sustainability **Core competencies skills** • 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)	• Persuading and influencing (1) • Applying technical expertise (1) • Learning and researching (2) • Planning and organizing (2)

VI. Recruitment Qualifications

Education:	Relevant university degree and training in graphic design, information management, information technology, knowledge management, online communications management, or equivalent.
Experience:	A minimum of two years of professional experience in one or more of the following areas is required: Knowledge Management, Data visualization or another related area. • Familiarity with knowledge management systems and tools including content management systems and collaboration platforms. • Communications skills to facilitate knowledge sharing • Proficiency in data visualization tools and software like Tableau, Power BI, Excel, or programming languages such as Python or R for custom visualizations. • Experience in facilitating the development of strategic dashboards and reports on results by analysing complex data and information • Demonstrated knowledge in identifying, examining, and processing raw data, trends, analysis, and assessments to aggregate disparate information, leverage both analytic and visualization tools, and design and deliver data visualizations products (reports, dashboards, snapshots). • Experience working collaboratively across functional teams. Relevant experience in a UN system agency or organization is considered as an asset.
Language Requirements:	*Fluency in English is required. Good knowledge of French is considered as an asset.*