



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 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:

- ✓ Training on UNICEF's Rights and Results Programming system.
- ✓ Learning and applying key performance indicators (KPIs) for program monitoring and evaluation.
- ✓ Direct exposure to programmatic monitoring in fragile and developing contexts, by opportunities to participate in field missions
- ✓ Exposure to UNICEF's strategic planning and evaluation processes.
- ✓ Hands-on experience with data collection and analysis tools.
- ✓ Exposure to Planning, Monitoring and Evaluation and reporting framework of the entire UNCT.

Career prospects and potential for retention:

UNICEF often seeks to retain well-performing JPOs, particularly in the field of monitoring and evaluation, where skills are in high demand. The JPO will gain valuable experience in planning, monitoring, and evaluation, which is highly sought after in the UN system and other international organizations. Successful JPOs may have opportunities for retention

within UNICEF or other UN agencies. The skills that young professionals bring based on the contemporary learnings when coupled with the experience of working with UNICEF will secure the JPOs placement easily.

Supervisor's experience in coaching and development of young professionals:

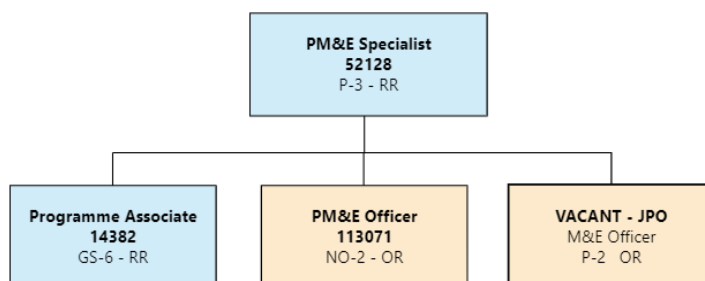
The JPO will work under the supervision of the Planning, Monitoring, and Evaluation Specialist, who has extensive experience in coaching young professionals and developing their careers in UNICEF and other UN agencies. The supervisor has a strong track record of helping supervisees advance in their careers within the UN system.

Information and living condition of Duty station: [For Filed Office locations only]	
General Information	<p>The position will be based at Monrovia, the capital city of Liberia. The office operates in a challenging environment with ongoing development and humanitarian needs, especially in health, education, and child protection. Known for its vibrant culture and history, Monrovia offers a mix of urban and natural attractions, with a growing expatriate community.</p> <p>Liberia, Africa's oldest Republic, is located at the western edge of the continent, on the Atlantic coast between Sierra Leone and Côte d'Ivoire. The population of Liberia is approximately 4.5 million and contains about 16 different ethnic groups. A large percentage of Liberia's population live in the capital. The Child Protection Officer will be based in Monrovia the capital city of Liberia.</p> <p>The climate features a wet season and a dry season, but precipitation is seen even during the dry season. Temperatures remain constant throughout the year averaging around 26.4 °C (79.5 °F). Some visitors may feel cold during the day and evenings in the rainy season; also, most rooms are air-conditioned, so it is suggested that appropriate clothing (light sweater or jacket) be brought along. The US dollar is widely used and can be exchanged with the Liberian dollar (exchange rate as of June 2024: 1US\$ = 190 Liberian dollar). Credit cards and traveler's checks are not commonly accepted but there are several cash machines/ATMs in Liberia that take visa cards.</p>
Security	Monrovia is classified as a medium-risk security zone and has been upgraded to family duty station since 2021. Precautionary security measures are advised, and UNICEF/UNDSS provides necessary security updates and support.
Housing	Reasonably priced housing is available in secure neighborhoods. Most international staff live in compounds or apartment complexes with adequate security measures. The UN assists in finding suitable apartments to the new arriving staff members.
Schools & Childcare	There are several international schools and childcare facilities available in Monrovia, catering to the needs of expatriate families.
Work for spouses & partners	Opportunities for spouses may be limited. However, international NGOs and the UN system sometimes offer positions for qualified candidates in accordance with the staff selection policy.

Reporting line of the JPO

Below here is the organigram indicating reporting lines for the JPO within the PM&E section.

3. PM & E Section



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Planning Monitoring and Evaluation Officer**
 Supervisor Title/ Level: **Planning Monitoring and Evaluation Specialist (P3)**
 Organizational Unit: **Planning and Monitoring Unit, Deputy Representative's Office**
 Post Location: Liberia Country Office, Monrovia

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

II. Strategic Office Context and purpose for the job

Strategic office context: [\[Office Context and JPOs Contribution to the Organization\]](#)

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

The Liberia Country Office is responsible for delivering UNICEF's mandate in Liberia, focusing on child survival (Health, Nutrition and WASH), education, child protection. Liberia CO has 14 IPs, 21 NOs and 30 GS totaling to 65 staff members. The JPO will play a key role in supporting the monitoring of these programs, ensuring alignment with the UNICEF Strategic Plan and Sustainable Development Goals (SDGs). The JPO will contribute significantly to the planning, monitoring, and evaluation of these programs, ensuring their effectiveness and alignment with UNICEF's goals. Liberia's development challenges offer a rich context for learning in planning and monitoring.

Purpose for the job:

The purpose of the post is to contribute to the strengthening of the programme planning monitoring and evaluation function, through directly contributing to programme performance monitoring of programme indicators and annual workplans, in order to better document and demonstrate achievement of results and augment advocacy efforts of the office with donors and partners. The JPO will be required to interpret as well as compile information, analyzing trends and performance / progress against targets.

Under direct supervisor of the Planning Monitoring and Evaluation Specialist, the JPO will be responsible for the following key functions/accountabilities:

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

1. Programme Planning

Support the development of a programme performance measurement framework for each of programme areas clearly identifying critical means of verification/ data sources for each indicator and proposing frequency of data collection, analysis and reporting and direction of reporting.

Duties and Tasks:

- Engage in discussions to augment results-based management to enhance focus of planning on results
- In collaboration with the Planning Specialist and linked to the above, for each programme results framework and annual workplan, propose measurement framework and monitoring plan.
- Support strengthening theories of change and pathways for change in programme design for UNICEF and its partners

2. Programme Monitoring

Against the measurement framework under planning, participate in providing guidance on tools and guidelines for programme performance monitoring.

Duties and Tasks:

- On a quarterly basis contribute to a consolidation of the status of lower level results based on the measurement framework and share such status
- On a monthly basis, participate in review of the quality of programme monitoring and Partner reports against funds disbursed as per the annual work plan – sharing insight into the good practices and learning points.

3. Programme Reporting

Support the reporting process of progress on results on a monthly basis to the Country programme management team and in the mid-year and annual reporting processes.

Duties and Tasks:

- Support review and updating of existing reporting tools and frameworks
- Support the office in review of results reporting for donor reports
- Support to development of presentations, briefings and reports related to the results.
- Support in UNINFO reporting (an online platform to track, manage, and report on the work of the UN Development System.)

4. Strengthened Knowledge Management

Support the Planning function by participating in the development and review of work plans, ensuring adequate linkages to other plans in the country office such as the Country Programme Strategy (CPD), quality assurance plans and consistency to country office budgets in order to ensure that programme objectives and targets are achieved in the most efficient and effective manner. Including linkages to the regional priorities and UNICEF Global strategy.

Duties and Tasks:

- Contribute to the Office wide knowledge management plan, identify opportunities and priorities for knowledge acquisition, publication and dissemination within the country, region and globally
- Promote and provide support to ensure that Country Office staff and national partners are aware of and have access to UNICEF monitoring and reporting learning resources.
- Contribute to liaising with knowledge institutions to seek partnerships for the identification of capacity gaps and the development of strategies to address them.
- Other tasks as requested by the supervisor.

IV. Impact of Results

This portfolio will contribute to ensuring that UNICEF Liberia staff and partners are provided guidance, tools and resources to effectively design and plan, monitor and report, and effectively manage programme budgets.

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 • Sustainability <p><u>Core competencies skills</u></p> <ul style="list-style-type: none"> • Communication (II) • Working with people (I) • Drive for results (I) 	<p><u>Functional Competencies</u></p> <ul style="list-style-type: none"> • Formulating strategies/concepts (I) • Analyzing (II) • Applying Technical Expertise (II) • Planning and Organising (II)
<p>VI. Recruitment Qualifications</p>	
<p>Education:</p>	<p>A university degree in one of the following fields is required: social sciences, statistics, international development, demography, or related fields</p>
<p>Experience:</p>	<p>Two years of relevant professional work experience in programme development and implementation including programme monitoring and information management systems and reporting. Developing country work experience including humanitarian experience is an asset.</p> <p>Technical knowledge in programme planning, implementation, monitoring and reporting.</p> <p>Demonstrated strong written and verbal communication skills.</p> <p>Excellent computer skills, including internet navigation and various office applications, especially MS Excel. Knowledge of statistical and database applications is desirable.</p>
<p>Language Requirements:</p>	<p><i>Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.</i></p>