

Planning & Monitoring Specialist, P3 at UNICEF

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Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); UNICEF is the world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

Purpose for the job:

Under the guidance and general supervision of the Chief of Planning, Monitoring and Evaluation Section, the Planning and Monitoring Specialist provides support to country office and county-based colleagues and internal and external partners and stakeholders throughout the programming processes. These encompasses technical, administrative, and operational support to ensure that Decentralized Governance; and Resilience Building including the Development-Emergency Nexus are mainstreamed within the country programme. It is important that the planning and monitoring processes are integrated in UNICEF's advocacy, policies, programmes, and humanitarian work.

The Specialist contributes to achievement of concrete and sustainable results on Decentralization and Resilience building including Development-Emergency Nexus related programmes/projects according to plans, allocation, results based-management approaches and methodology (RBM) and UNICEF's Strategic Plans, standards of performance and accountability framework.

Summary of key functions/accountabilities:

Support to programmes development and planning

Update the situation analysis by conducting assessments to establish evidence-based data for devolution across the counties in Kenya to promote decentralization and participation of the counties for Planning and monitoring results within the programmes/projects.

Provide technical support in the process of CO programme formulation, planning, and preparation by providing input, advice and operational support on integration of decentralization policies and frameworks ensuring crosscutting issues such as gender, disabilities, the rights of minority and marginalized groups are considered within the country and county level programmes and projects.

Coordinate in establishing specific goals, objectives, strategies, and implementation plans for the development-emergency nexus programmes/projects using results-based planning terminology and methodology (RBM). Prepare relevant documentations for programme review and approval.

Work closely and collaboratively with colleagues and partners to discuss methodologies and to assess national priorities/competencies to ensure the achievement of concrete and sustainable results.

Programme management, monitoring, and delivery of results

Plan and/or collaborate with internal and external partners to establish monitoring benchmarks, performance indicators and other UNICEF/UN system indicators and measurements to assess and strengthen performance accountability, coherence, and delivery of sustainable results on decentralization and resilience building.

Participate in monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess progress and to determine required action/interventions to achieve results.

Prepare/assess monitoring and evaluation reports to identify gaps, strengths/weaknesses in programme and management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.

Actively monitor devolution, resilience building and development-emergency nexus

programmes/projects through field visits, surveys and/or exchange of information with partners/stakeholders to assess progress, identify bottlenecks, and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.

Monitor and verify the optimum/appropriate use of programme resources (financial, administrative, and other assets) confirming compliance with organizational rules, regulations/procedures and donor commitments, standards of accountability, integrity and ensuring timely reporting and liquidation of resources.

Prepare regular/mandated programme/project reports for management, donors, and partners to keep them informed of programme progress.

Technical and operational support to programme implementation

Provide technical guidance and operational support to government counterparts, NGO partners, UN system partners and country office partners/donors on policies, practices and methodologies on devolution, resilience building and development-emergency nexus to support programme management, implementation, and delivery of results.

Participate in programme meetings including programme development and contingency planning to provide technical and operational information, advice, and support.

Draft relevant policy papers, briefs and other strategic programme materials for management use, information and/or consideration

Networking and partnership building

Build and sustain effective close working partnerships with relevant government counterparts, national stakeholders, and global partners/allies/donors/academia both at national and county level through active networking, advocacy, and effective communication to build capacity, exchange knowledge/expertise and to reinforce cooperation to achieve sustainable and broad results on devolution, resilience building including development-emergency nexus and participation initiatives.

Participate and/or represent UNICEF in appropriate inter-agency (UNCT) discussions and planning on devolution and resilience related issues to collaborate with inter-agency partners/colleagues on UNSDCF planning and preparation of programmes/projects ensuring organizational position, interests and priorities are fully considered and integrated in

development planning and agenda setting including emergency preparedness.

Capacity building, innovation, and knowledge management

Organize and implement capacity building initiatives to enhance the competencies of office colleagues (both KCO and County offices), clients/stakeholders to promote sustainable results on;

Devolution,

Resilience building and development-emergency nexus, and

Planning, Monitoring, and Evaluation/ RBM especially at county or sub-national level.

Apply/introduce innovative approaches and good practices on Devolution, Resilience building and development-emergency nexus to build the capacity of Kenya country office including the county level colleagues, partners, and stakeholders and to support the implementation and delivery of concrete and sustainable programme results.

Keep abreast, research, benchmark and implement best practices on Devolution, Resilience building including development-emergency nexus. Assess, institutionalize, and share best practices and knowledge learned.

Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable programmes and projects.

To qualify as an advocate for every child you will have:

An advanced university degree in one of the following fields is required: anthropology, psychology, sociology, public administration, education, or another relevant technical field.

A minimum of 5 years of professional experience in local government planning, monitoring and evaluation systems strengthening, mainstreaming of child rights in decentralized systems and resilience building related areas including development-emergency nexus is required.

Experience working in a developing country and emergency is considered as an asset.

Relevant experience in a UN system agency or organization is considered as an asset.

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese,

French, Russian or Spanish) or a local language is an asset.

Technical knowledge:

Knowledge and familiarity with UNICEF work.

Ability to research, analyze and synthesize information is an asset

Excellent written and verbal communication skills

Excellent planning and organizational skills.

Ability to provide quality products, with minimum supervision and to meet tight deadlines.

Ability to work with government counterpart at national and county level.

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