

Applications are invited from suitably qualified non-Ghanaian applicants for the post of **Monitoring and Evaluation Officer (International Professional Category)**.

VN No.: VN-16-07

Post Level: P2

Duty Station: Accra

Type of Contract: Temporary Appointment

Duration: 364 days

Job purpose

Under direct supervision of the Monitoring and Evaluation Specialist, L3, the Monitoring and Evaluation (M&E) Officer will provide professional expertise and assistance in information/data collection, statistics and data analysis, monitoring & evaluation (M&E), preparation of reports, communication and partnership.

MAIN DUTIES AND RESPONSIBILITIES

1. Support preparation and maintenance of Integrated Monitoring, Evaluation & Research Planning (IMEP) to provide strategic priority and realistic planning of activities for M&E.
2. Monitor Country Office performance systematically and collect, analyze and report data for key indicators of the Annual Management Plan and management reports.
3. Contribute to ensuring that evaluations are designed and carried out with quality processes and products in line with UNICEF's priorities and strategies, and that evaluation findings, recommendations and reports are used to improve programme performance and are effectively disseminated to the intended audience. Keep major partners abreast and/or contribute to these exercises as required.
4. Contribute to strengthening of the monitoring and evaluation capacities of Country Office staff and national partners, enabling them to increasingly engage in and lead monitoring and evaluation processes; this includes M&E support to the UNICEF field office and regional M&E task forces linked to the District Data Initiative.
5. Ensure achievement of effective communication and partnerships in carrying out integrated planning of research, monitoring and evaluation activities within the Country Office and with the Regional office and with all other stakeholders, including national partners, the UN Country Team and the international community; and the results are shared with all partners to stimulate joint engagement

MINIMUM REQUIREMENTS

Education

University degree in social sciences, development planning, evaluation, survey implementation, advanced statistical research.

Work Experience

Two years of professional work experience in programme development and implementation including monitoring and evaluation activities. Developing country experience is required. Experience in advanced data analysis, statistical methods and analysis tools are an asset.

Language Proficiency

Fluency in English is required. Knowledge of another official UN language is an asset.

Competency Profile

i) Core Values (Required)

- Commitment
- Diversity and Inclusion
- Integrity

ii) Core Competencies (Required)

- Working With People (2)
- Communication (1)
- Drive for Results (1)

iii) Functional Competencies (Required)

- Formulating Strategies and Concepts (1)
- Analyzing (2)
- Applying Technical Expertise (2)
- Planning and Organizing (2)

iv) Specific Technical Knowledge (Required)

- Professional technical knowledge/expertise in activity monitoring and evaluation, evaluation design, data analysis, and reporting.
- Expertise in data collection methods and processes.
- Expertise in evaluation process management, follow-up on recommendations and dissemination of M&E results.
- Demography, statistics, and data management.
- Methodology of M&E, theories, standards and models, quantitative/qualitative/mixed methods, validity/reliability testing of data, data analysis and interpretation, and statistical inference methods.

If you have experience working in a similar capacity and want to make an active and lasting contribution to build a better world for children and match the profile outlines, send a brief application letter that addresses all requirements (academic and work experience) supported by detailed curriculum vitae, UN Personal History form (which can be downloaded from <http://www.unicef.org/about/employ/files/p11.doc>) and photocopies of other supporting documents to:

HRghana@unicef.org

OR

The Human Resources Manager

UNICEF, P.O. Box 5051, Accra-North

Applications can also be hand delivered to:

Location: 4-8 Rangoon Close, Cantonments

(Behind UNDP, near Ghana National Fire Service Headquarters on the Ring Road)

<p>PLEASE INDICATE CLEARLY THE TITLE AND VACANCY NUMBER OF THE POSITION YOU ARE APPLYING TO ON THE ENVELOPE</p>
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Closing Date: 29 February 2016

Only short-listed candidates will be contacted for a written test. Applications submitted without P11 form will not be considered.

Well qualified candidates, particularly females are encouraged to apply.

NOTE: UNICEF IS A SMOKE FREE ENVIRONMENT!!!