

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER PROGRAMME (JPO) Chiffre Nr. 2023-1-32

JOB TITLE: JPO, Monitoring and Reporting

UN ORGANIZATION: UN-HABITAT

UNIT: External Relations, Strategy, Knowledge and Innovation Division

LOCATION: UN – Habitat Headquarters, Nairobi, Kenya

DURATION: 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.

Please note that for participants of the JPO-Programme two years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

BACKGROUND AND JUSTIFICATION

The United Nations Human Settlements Programme, UN Habitat, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all.

UN-Habitat's Programme Review Committee Working Group is the linchpin for the whole of UN-Habitat's project approvals and is a repository for all project-approval related information across the agency. This Group whose membership include select senior managers who represent key functions within the UN-Habitat, has recently received an extended mandate to periodically and randomly select strategic projects for in-depth monitoring, for the purpose of learning, risk management and accountability. Monitoring is a continuous process of collecting and analyzing information to compare how well a project, program or policy is being implemented against approved plans.

Projects being complex adaptive systems, they must reflect, learn and adapt. Implementation must therefore be resilient and able to adapt to change. Claims of success must be supported by data-evidence. Failure must be explained by data, and decisions/choices made must be supported by data-evidence. The PRC's new mandate is to ensure that this process of learning, adapting and steady progression towards results is happening as required. However, projects Outcomes are usually not directly measured—but reported on progressively.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT

Within delegated authority, the Associate Monitoring and Reporting Officer will be responsible for the following duties:

1. Facilitate and substantively contribute to the incorporation of monitoring and reporting into programme formulation

- Facilitate and substantively contribute to the development of monitoring indicators, monitoring calendars, and field monitoring plans and quality assurance processes;
- Include inputs from relevant evaluation findings, conclusions and recommendations into programme formulation;
- Helps confirm or challenge theory of change in new projects
- Contribute to annual work plan monitoring, reviews and reporting;
- Provide technical support to partners in developing Performance Monitoring Frameworks (PMFs), systems and plans,

2. Contribute substantively to the monitoring and tracking of results against Domain of Change indicators

- Coordinate with Programme Teams to ensure that data collection and analysis from field are coordinated and standardized across programmes;
- Analyze and Reporting Data
- Give information on the status of projects, programs, and policies
- Provide clues to problems and new trends
- Creates opportunities to consider improvements in the (projects, programs, or policy) implementation strategies
- Provides important information over time on trends and directions
- Monitor data from projects on a quarterly basis and provide substantive inputs to regular management briefs to inform decision making;
- Support monitoring of results and planning processes as required;
- Facilitate the process of meeting internal and external reporting requirements and deadlines, including annual reporting process;
- Identify relevant evaluation findings, conclusions and recommendations and input them into programme reporting;
- Review progress reports submitted by branches and regions and provide feedback to improve the quality and timeliness of reporting;
- Collect and maintain data for global corporate reports,

3. Contribute to knowledge building and capacity building

- Interface work with OED to ensure monitoring insights are translated into strategic policy decisions;
- Identify and disseminate good practices, lessons and knowledge, as identified through programme implementation, monitoring activities;
- Contribute to the development of capacity development tools, including training materials and packages;
- Facilitate capacity building opportunities for staff and partners in the areas of Results-Based Management (RBM), Monitoring;
- Promote the awareness and understanding of the shared responsibility of Monitoring among all staff members through communication, training, learning and development activities.
- Assist projects develop Key Performance Indicators
- Develop timely and quality technical support to the programme team and partners in line with the work plan
- Develop quality and timely review of systems for tracking/monitoring
- Make timely submission of quality and accurate reports

COMPETENCIES

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Leading by Example

Functional Competencies

- Good knowledge of program formulation and implementation and Results-Based Management
- Good knowledge of monitoring and evaluation, evaluation design, data collection and analysis, and reporting
- Ability to synthesize program performance data and produce analytical reports
- Good analytical and report writing skills
- Knowledge of UN program management systems

REQUIRED SKILLS AND EXPERIENCE

Education and Certification

- **Master's degree** in Social Science, Economics, International Development Studies, statistics is required.
- Proficiency in Results-Based Management and Theory of Change is a requirement.
- A project/program management certification (such as PMP®, PRINCE2®, or MSP®) would be an added advantage.

Experience

- At least 2 years of progressively responsible experience at the national or international level in monitoring and reporting of development projects/programs;
- Experience in the United Nations systems in an asset;
- Field experience is an asset.

Language Requirements

- Fluency in English is required;
- Knowledge of the other UN official working language is an asset.

Travel

No travel is required but can travel if necessary .

Training and Learning

- The JPO will have the opportunity to participate in a variety of training courses provided by the Human Resources Management Services (HRMS) of the United Nations Office of Nairobi (UNON) and where possible, external trainers. The courses include language courses in all United Nations languages, computer training, management courses, etc.

Supervision

This post is located in the Strategic Planning and Monitoring Section of the External Relations Branch, UN Habitat at the Nairobi Duty Station under the direct supervision of the PRC Secretariat/Working Group and Chief Strategic Planning.

UN- Habitat is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence. UN-Habitat does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates may, therefore, undergo rigorous reference and background checks.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2023-1-32 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de