

SPECIFIC JOB PROFILE

I. Post Information	
Job Title: Knowledge Management Officer (Evaluation and Data) Supervisor Title/ Level: 138590 Data & Analytics (Evidence Generation and Evaluation) Specialist (Team Lead) P3 Organizational Unit: Evidence Generation/Knowledge management Post Location: Port of Spain, Trinidad and Tobago Caribbean Multi Country Office	Job Level: NO1 Job Profile No.: 138594 CCOG Code: 1M06 Functional Code: KMA Job Classification Level: Level 1
II. Organizational 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. <u>Strategic office context:</u> As part of UNICEF's Future Focus Initiative (FFI), a corporate-wide transformation launched in 2025 to ensure UNICEF remains fit for purpose in an era of declining Official Development Assistance and increasing complexity, the offices in Belize, Jamaica, Guyana & Suriname, and the Eastern Caribbean Area (ECA) are consolidating into a new Caribbean	

Multi-Country Office, a regional platform combining policy influence, technical depth, and strategic partnerships across 12 countries, designed for systems-level impact and results at scale. The Caribbean MCO operates as one integrated office across all 12 countries: one Multi-Country Programme Document, one shared basket of resources, and one management structure. This means every post in the MCO, regardless of duty station, holds a 12-country mandate and contributes to shared regional results rather than to a single-country portfolio. The Multi-Country Programme of Cooperation (2027–2031), aligned with the UN Multi-Country Sustainable Development Framework (UNMSDCF) 2027–2031, establishes three shared programmatic outcomes for the twelve English- and Dutch-speaking Caribbean countries: equitable access to primary health care, learning and skills; protection of children from all forms of violence; and child poverty reduction and resilience strengthening. The Caribbean MCO's management strategy is governed by four principles that together translate the new business model into concrete ways of working:

Impact-driven: technical expertise is organized in shared multi-country working groups rather than replicated in each country, with enabling functions aligned around UNICEF's strongest comparative advantages.

- Effective and agile: parallel country ecosystems are replaced by harmonized systems and flexible cross-country staffing, keeping management lean and decisions close to implementation.
- Grounded: regional scale is balanced with national depth through country-specific workplans, Heads of Office in each duty station, and matrix management that anchors authority and accountability at country level.
- People-centered: structural and managerial choices are guided by staff wellbeing, transparency, and inclusion, with clear role definitions, meaningful consultation, and continuous investment in learning and development.

The operational expression of this model is the working group model. Rather than replicating similar roles across four separate offices of different countries, technical and operational expertise is organized into 16 thematic and functional working groups, each distributed across different duty stations and each serving the full 12-country MCO, not just its host location. Roles are designed around three organizing principles: shared regional service, meaning every specialist contributes to the wider MCO; complementary expertise, meaning team capabilities reinforce each other rather than repeating the same profile in multiple places; and agile presence, meaning the workforce can be rapidly deployed across countries through travel, surge support or remote modalities in line with evolving needs and priorities. This working group model is the foundation of a fundamentally new way of working for UNICEF in the Caribbean: depth replaces duplication, and shared capacity replaces fragmented country-by-country coverage.

Functional Context:

Under the Area Representative with a dotted line to the Deputy Representative (Programme Coordinator), three strategic shift working groups –Communication & Advocacy, Partnerships, and Evidence Generation & Evaluation/Knowledge Management – provide the enabling capacities required to deliver a more influential, partnership driven and evidence

rich multi country programme. Together, they position the MCO to shape public debates, build and leverage high value partnerships, and systematically use data, evidence and learning to drive results for children across the 12 countries.

The Evidence Generation and Evaluation/Knowledge Management working group leads the strategic shift towards becoming a more data-driven, learning and evidence-based MCO. It strengthens the generation, analysis and use of data on child rights, supports national capacity building for evidence generation, evaluation and research, coordinates evaluation and learning, and ensures that knowledge is systematically captured and fed back into programme design, advocacy and partnership work, operating as a cross-cutting enabler across all three programmatic outcomes rather than as a standalone function

The team is led by Data & Analytics (Evidence Generation and Evaluation) Specialist (Team Lead), based in Trinidad and Tobago, supported by a NOC Knowledge Management Specialist (Evaluation and Data), located in Jamaica, a NOA Knowledge Management Officer (Evaluation and Data), in Trinidad and Tobago, and a UNV Expert – Knowledge Management Officer (Evaluation and Data) for the OECS (Saint Lucia).

Locating part of the team in Trinidad and Tobago – a major connectivity and data hub – and anchoring additional posts in Jamaica and Saint Lucia allows the MCO to combine MCO-wide analytics with sub-regional support to OECS countries, where data gaps are particularly acute; working in close coordination with the MCO Planning and Monitoring team, this group provides an integrated analytics and knowledge service that directly drives programme results, and underpins advocacy and partnerships across the entire Caribbean platform.

Purpose for the job:

This position reports to Data & Analytics (Evidence Generation and Evaluation) Specialist (Team Lead), based in Trinidad and Tobago, in close day-to-day coordination with the Deputy Representative (Programme Coordinator) in Jamaica.

The Knowledge Management Officer (Evaluation and Data) supports systematic generation, analysis, synthesis, management, dissemination, and use of evidence to strengthen organizational learning, evaluation, child-rights analytics, knowledge management, and evidence-informed decision-making across the Caribbean MCO. This position focuses on knowledge management, evaluation, evidence generation, data analytics, and organizational learning functions, providing technical support to ensure that knowledge and evidence are systematically captured, analyzed, synthesized, retained, and utilized to strengthen programme quality, organizational learning, advocacy, and accountability.

The position contributes to the generation of child-rights evidence through analytical review of administrative data, research findings, evaluations and other evidence sources, supporting UNICEF's role as a trusted knowledge and evidence partner to support evidence-based decision-making, country situation monitoring, and impact tracking across all 12 countries. In this way, the incumbent facilitates the generation, management and use of knowledge and evidence as strategic assets for advocacy, learning, and accountability.

The incumbent works closely with programme sections, external counterparts, implementing partners, and technical specialists to ensure that data, evidence, and

knowledge products are accessible, well-managed, analytically sound, and effectively utilized to support organizational learning, evaluation, advocacy, and evidence-informed decision-making.

III. Key function, accountabilities, and related duties/tasks

Summary of key functions/accountabilities:

1. Knowledge Management and Organizational Learning
2. Evaluation and Evidence Use
3. Data Analytics and Evidence Generation
4. Knowledge Products and Evidence Dissemination
5. Capacity Development and Learning Partnerships
6. Data Governance and Responsible Evidence Management

1. Knowledge Management and Organizational Learning

- Support implementation of the office Knowledge Management Strategy and annual work plan.
- Assist in maintaining knowledge repositories, databases, and knowledge-sharing platforms.
- Support the collection, organization, and dissemination of knowledge products and institutional documentation.
- Contribute to knowledge-sharing initiatives, communities of practice, and learning events.
- Assist in documenting lessons learned, good practices, and innovations.
- Support knowledge retention and institutional memory activities.
- Monitor and report on the utilization of knowledge products and learning resources

2. Evaluation and Evidence Use

- Support implementation of the office Evaluation Plan in accordance with UNICEF policies and procedures.
- Assist in preparing evaluation terms of reference and related documentation.
- Support administrative and coordination aspects of evaluation processes.
- Contribute to the preparation of evaluation summaries, learning briefs, and evidence syntheses.
- Assist in organizing dissemination and learning events to promote evidence use.

• Support the compilation of lessons learned from evaluations and studies.
3. Data Analytics and Evidence Generation • Support the collection, compilation, cleaning, and organization of data from various sources. • Assist in preparing analytical products, dashboards, fact sheets, and data visualizations. • Contribute to analyses of child-related indicators and trends. • Support preparation of situation analyses, thematic studies, and evidence summaries. • Assist in maintaining evidence repositories and data quality standards. • Contribute to equity-focused analyses and evidence reviews under supervision.
4. Knowledge Products and Evidence Dissemination • Assist in developing learning briefs, case studies, evidence summaries, presentations, and other knowledge products. • Support the translation of evidence into user-friendly formats for different audiences. • Contribute to dissemination and knowledge-sharing activities. • Coordinate collection of content and documentation from programme teams. • Support quality assurance of knowledge products.
5. Capacity Development and Learning Partnerships • Support the organization of training sessions, workshops, and learning events. • Assist in developing guidance materials and learning resources. • Provide day-to-day support on the use of knowledge management tools and processes. • Facilitate exchanges of good practices among programme teams and partners. • Contribute to capacity-strengthening initiatives related to evidence use and organizational learning.
6. Data Governance and Responsible Evidence Management • Support compliance with UNICEF policies related to data protection and responsible data use. • Assist in maintaining documentation, metadata, and records for knowledge and

evidence products.

- Contribute to quality assurance processes for datasets and knowledge products.
- Support implementation of documentation and archiving standards.
- Assist in maintaining organized and accessible knowledge and evidence assets

IV. Impact of Results

The Knowledge Management Officer (Evaluation and Data) supports UNICEF's evidence-driven culture by ensuring that data, evaluations, and knowledge products are accurately generated, well-managed, and accessible to inform programme decisions. The incumbent contributes to the Caribbean Multi-Country Programme by supporting the generation of evidence, assisting in the implementation of evaluations, strengthening reporting processes, and facilitating organizational learning across the 12-country platform. Through this work, the position contributes to strengthened organizational learning and institutional memory, increased availability, accessibility, and use of high-quality knowledge products and evidence, and a stronger knowledge management culture across the MCO.

The work of this position helps management and programme teams monitor progress against the MCPD results framework, identify implementation challenges, and access the evidence and learning needed to demonstrate results for children and adapt interventions accordingly. It supports improved use of evaluation findings for both day-to-day decision-making and strategic programme adaptation, enhanced evidence-based programming and advocacy, and stronger data analytics capacity in support of child-focused evidence and child rights outcomes. Over time, this contributes to improved accountability and learning across programme implementation, and better integration of knowledge management, evaluation, evidence generation, and organizational learning into UNICEF's decision-making and accountability architecture.

This position contributes to the ultimate impact of:

Children and adolescents thriving in the 12 English- and Dutch-speaking Caribbean countries with: healthy bodies and minds (being developmentally on track, well-nourished, with good mental health and well-being); essential learning, knowledge and skills; protection from all forms of violence; equitable access to opportunities and social protection; and enhanced capacity to manage shocks, including those associated with the changing climate.

By 2031: 12 governments supported with stronger evidence-based policies and systems for children's health, learning, protection, and resilience; UNICEF positioned as the leading child-rights advocate in the Caribbean, recognized for its regional convening power and technical depth.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Required Skills:

- Strong communication skills, with the ability to work effectively across multiple reporting relationships and geographic contexts.
- Ability to adapt swiftly and operate effectively within newly established teams or evolving organizational structures.

VI. Recruitment Qualifications

Education:	A University Degree in data science, statistics, demography, economics, public policy, development studies, social sciences, or another relevant field with strong quantitative training is required.
Experience:	A minimum of one (1) year of relevant professional experience in one or more of the following in data analytics, research, national data systems strengthening, data analytics, research, evaluation, evidence generation, statistics, knowledge management, organizational learning or related advisory support in a development context is required. Exposure to similar functions, working with teams across geographically dispersed duty stations will be a distinct

	advantage.. Experience in the following areas is desirable: • Development of knowledge management strategies and systems. • Evaluation management or evaluation support. • Data visualization and dashboard development. • Preparation of analytical reports, evidence syntheses, and knowledge products. • Child-focused data systems and social sector programming. • Use of statistical or analytical software. • Working with government, UN agencies, or development partners. Technical Knowledge • Knowledge management principles, systems, and tools. • Evaluation methodologies • Data visualization and reporting. • Research and evidence synthesis. • Information management and knowledge-sharing approaches. • Knowledge management, evaluations, and evidence generation methodologies • Evaluation methodologies, evidence utilization, and organizational learning approaches. • Microsoft Power BI, Excel, or similar analytical tools. • Knowledge management systems and organizational learning methodologies. • Evidence synthesis and knowledge brokering approaches. • Data governance and responsible data for children. • Statistical analysis and data visualization methods. • Analytical database and dashboard development. • Research methods and evidence generation approaches
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

VIII. Child Safeguarding	
(Please respond with Yes or No)	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point, or investigator (OIAI)?:	No
Is this post a direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	No
Is this post a child data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national id, location data, or photos?:	Yes
The selected candidate for this position will be required to engage with vulnerable children:	No