

SPECIFIC JOB DESCRIPTION

I. Post Information	
POST NUMBER/ CASE NUMBER: 138491 POST/CASE NUMBER OF SUPERVISOR: 138590 Data and Analytics (Evidence Generation & Evaluation) Specialist (Team Lead) REASON FOR CLASSIFICATION: New post REGION/DIVISION: Multi-Country Office (MCO) for the Caribbean, LACR COUNTRY: Jamaica DUTY STATION: Kingston OFFICE: MCO for the Caribbean SECTION: Programme Effectiveness UNIT: Programme	CATEGORY: National Officer PROPOSED LEVEL: Level 3 JOB TITLE: Knowledge Management Specialist (Evaluation and Data) Functional Code: KMA ICSC CCOG Code: 1C07

II. Strategic Office 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-centred: 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 country offices, 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 cluster leads the Multi-Country Office towards becoming a more data-driven, learning and evidence-based programme. 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 a 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 the 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 Specialist leads knowledge management and organizational learning across the Caribbean MCO, ensuring that data, research, and evaluation findings are captured, synthesized, and translated into clear, practical evidence that strengthens knowledge-based programme development, planning, and decision-making. The incumbent translates evidence into digestible briefs to inform management and strategic decision-making, strengthens the quality of reporting across inter-agency, joint, and UNICEF platforms, and drives knowledge management and learning across the sub-region.

The incumbent contributes to MCO-wide reporting, organizational learning, innovation, and capacity building, while building networks and partnerships that advance the design of evidence-informed policy for results for children across the Caribbean Multi-Country Office. Working under the Evidence Generation and Evaluation/Knowledge Management cluster, the incumbent supports evidence generation in the Caribbean — including data collection activities, institutional and impact evaluations, and the broader strengthening of national evidence capacities — in support of all UNICEF programmes across the 12 countries of the MCO.

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

1. Data collection and analysis to support all UNICEF programmes
2. Evaluation and Evidence Generation
3. Knowledge-based programme development
4. Networking and partnership building
5. Innovation and capacity building

1. Data collection and analysis to support all UNICEF programmes
 - Support the analysis and interpretation of complex quantitative and qualitative datasets to generate actional evidence for programme and management decision-making.
 - Develop and maintain interactive dashboards, scorecards, and data visualizations to monitor progress against MCPD and UNSCDF results.
 - Proactively gather information from key stakeholders of which may be helpful for informing decisions.
 - Conduct cross-country comparative analyses and identify regional trends affecting child outcomes across the 12-country MCO

- Support in managing, analysing and interpreting data from surveys, evaluations, and administrative systems to support strategic decision-making.
- Identify secondary data and information resources that would complement information needs of the Caribbean multi-country office, as appropriate.
- Liaise with other agencies and IM Focal Points (as required) for data/information and knowledge that can inform UNICEF programme decisions.
- Design and implement knowledge management systems and digital solutions that improve access to and use of evidence across the MCO.
- Support the development, implementation and strengthening of child-focused information systems and national data platforms.

2. Evaluation and Evidence Generation

- Coordinate implementation of the MCO Evaluation Plan and provide technical support throughout the evaluation cycle.
- Support the design, management, and quality assurance of evaluations, including development of terms of reference, methodologies, and evaluation frameworks.
- Facilitate dissemination and utilization of evaluation findings and lessons learned to improve programme effectiveness.
- Monitor implementation of management responses and recommendations arising from evaluations.
- Promote the application of UNICEF Evaluation Policy, Norms and Standards across the MCO.
- Support the design of evaluation frameworks, evaluation terms of reference, matrices, and methodological approaches consistent with UNICEF Evaluation Standards

3. Knowledge-based programme development

- Support working groups and work closely with focal points in the preparation, design and updating of the situation analysis for the programme sections to ensure that current and comprehensive data on child and youth adolescent issues is available to guide UNICEF's strategic policy, advocacy, intervention and development efforts on sectoral programmes and overall knowledge management.
- With support from supervisor set priorities, strategies, design, and implementation plans. Keep abreast of development trends to enhance MCO knowledge management, efficiency, and delivery.
- Work closely and collaboratively with internal colleagues and partners to discuss strategies and methodologies, and to determine regional priorities to ensure the achievement of concrete and sustainable results.
- Support mechanisms for capturing, documenting, and disseminating lessons learned, good practices and innovations across programme sectors.
- Develop knowledge products, analytical briefs, and evidence summaries to support advocacy, resource mobilization, and policy dialogue.
- Facilitate communities of practice and knowledge-sharing platforms across the Multi-Country Office.
- In Coordination with UNICEF sections leads contribute to developing SitAn, Annual Reviews, Mid-Term Reviews, and Annual Reports or other progress reports.
- Carry out standardized field data collection and generate related analysis, to feed into programme performance monitoring as part of the HACT.

4. Networking and partnership building

- Build and sustain effective close working partnerships with relevant government counterparts, national stakeholders, and academia through active networking, advocacy, and effective communication to build capacity, exchange knowledge/expertise and to reinforce cooperation to achieve sustainable and broad results on programmes.

- Under the guidance Data & Analytics (Evidence Generation and Evaluation) Specialist, implement strategies to identify gaps and strengthen government capacities in generating and using knowledge and evidence.
- Facilitate South-South learning and knowledge exchange among governments in the region.
- Prepare communication and information materials for MCO programme advocacy to promote awareness, establish partnerships, and support data and system strengthening for sectoral programmes.
- Participate in appropriate inter-agency discussions 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 the UNSDCF process in development planning and agenda setting.
- Strengthen collaboration with National Statistical Offices, academia, regional institutions, and development partners to improve availability and use of child-focused data and evidence.
- Support implementation of MICS, national surveys, research initiatives, and evidence-generation activities

5. Innovation and capacity building

- Apply and introduce innovative approaches and good practices on evidence (data generation, sampling, analysis methods, evaluation methods, use of AI), to build the capacity of partners and stakeholders and to support the implementation and delivery of concrete and sustainable programme results.
- Organize and implement capacity building initiatives on traditional and innovative approaches to enhance the competencies of clients/stakeholders to promote sustainable results on UNICEF programmes/projects.
- Implement initiatives to scale up innovations from sectors.

IV. Impact of Results

The Knowledge Management Specialist (Evaluation and Data) plays a critical role in strengthening UNICEF's evidence-driven culture and ensuring that programme decisions are informed by high-quality data, evaluations, and knowledge products. The incumbent contributes directly to the achievement of the Caribbean Multi-Country Programme by generating strategic evidence, supporting evaluations, strengthening reporting systems, and promoting organizational learning across the 12-country platform.

The work of this position will enable management and programme teams to monitor progress against the MCPD results framework, identify implementation challenges, demonstrate results for children, and adapt interventions based on evidence and learning.

The ultimate impact this position contributes to is:

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 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.

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VI. UNICEF values and competency Required (based on the updated Framework)	
i) <u>Core Values</u> • Care • Respect • Integrity • Trust • Accountability • Sustainability ii) <u>Core Competencies for Staff without Supervisory Responsibilities</u> • 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) • Drives to Achieve Impactful Results (1) • Manages Ambiguity and Complexity (1) Required Skills: • Strong analytical and technical writing skills, including preparation of reports, technical guidance, and evidence-based recommendations. • Strong coordination and communication skills, with the ability to work effectively across multiple reporting relationships and geographic contexts.	

VII. Recruitment Qualifications	
Education:	Advanced university degree in Statistics, Economics, Data Science, Public Policy, Development Studies, Social Sciences, or another relevant technical field.
Experience:	A minimum of five years of progressively responsible professional experience in knowledge management, documentation, knowledge exchange, evidence curation and dissemination, or related advisory support is required. Experience in data, research and evaluation will be highly valued. • Demonstrated experience in designing and managing evaluations, surveys, and research initiatives is required. • Demonstrated experience in statistical analysis and data visualization is required. • Experience building dashboards in PowerBi, Tableau, Shiny, Dash, Apache Superset or others would be an asset.

	• Experience working with government institutions, National Statistical Offices and development partners is desirable. • Experience with SPSS, STATA, R, Python, or similar analytical tools is highly desirable. • Experience in similar functions, working with teams across geographically dispersed duty stations will be highly desirable. • Experience supporting organizational transitions and/or organizational change within complex or restructured environments is an asset. • Experience working with a UN agency, development agency, NGO, regional or international organization, particularly in engaging with senior government officials or policymakers, is considered an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or Dutch is considered as 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