

SPECIFIC JOB PROFILE

I. Post Information

Job Title: **MAL2702 Planning, Monitoring & Evaluation (PME) Officer**
 Supervisor Title/ Level: **Planning and Monitoring Specialist (Reporting), NOC**
 Organizational Unit: **Planning, Monitoring and Reporting (PMR)**
 Post Location: **UNICEF Multi Country Office- Maldives**

Job Level: **Level 1**
 Job Profile No.:
 CCOG Code:
 Functional Code: **RPM**
 Job Classification Level: **NO-1**

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.

Strategic office context:

As part of Future Focus Initiative (FFI), UNICEF Maldives and Sri Lanka Country Offices have been identified in the Global PBR for a Multi-Country Office (MCO) and therefore, UNICEF ROSA proposed to initiate the MCO covering Maldives and Sri Lanka by 1 January 2027. The MCO model presents a renewed opportunity to maximize impact for children. A common management platform coupled with sharpened programmatic focus, pooling of high-quality technical advice and streamlined operations can lead to greater effectiveness and efficiency. The MCO seeks to leverage the challenging funding context as an opportunity. UNICEF can, through the MCO, continue the shift towards focus and impact at scale via

'upstream' engagement, policy influencing, and systems strengthening supported by on the ground modelling.

Purpose for the job:

The Planning, Monitoring and Evaluation (PME) Officer reports to the Planning and Monitoring Specialist (Reporting) NOC, (Sri Lanka) for close supervision and guidance. The Officer provides technical and administrative support primarily to programme planning and performance monitoring, contributing to the development, implementation, and tracking of Country Programme results. The role supports the strengthening of results-based management (RBM) systems, ensuring timely data compilation, monitoring of progress, and alignment of planning processes with CPD priorities.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- 1. Programme Planning, Monitoring and Reporting.**
- 2. Integrated Monitoring, Evaluation and Research Planning (IMERP).**
- 3. Evaluation Management and Use of Evidence.**
- 4. Coordination, Partnerships and Strategic Engagement.**
- 5. Knowledge Management, Learning and Capacity Development.**

1. Programme Planning, Monitoring and Reporting.

- Contribute to the development, implementation and review of programme monitoring frameworks, indicators, targets and reporting systems to support achievement of Country Programme results.
- Analyze programme performance data and trends across programme sections, identifying implementation bottlenecks, gaps and opportunities, and provide recommendations to support evidence-based decision-making.
- Support quality assurance of programme results reporting, including corporate and donor reporting processes, ensuring consistency with UNICEF standards and results-based management principles.
- Prepare analytical monitoring reports, dashboards and management briefs to support programme reviews, management discussions and strategic decision-making.
- Facilitate annual, mid-year and end-year programme reviews, including analysis of programme performance, synthesis of findings and tracking of agreed management actions.
- Support monitoring of integrated and convergent programming approaches and contribute to analysis of programme results for vulnerable and disadvantaged populations.

2. Integrated Monitoring, Evaluation and Research Planning (IMERP).

- Coordinate the preparation, implementation and periodic updating of the

Integrated Monitoring, Evaluation and Research Plan (IMERP), ensuring alignment with Country Programme priorities and corporate guidance.

- Monitor implementation of IMERP activities and provide technical support to programme sections to facilitate timely completion of planned monitoring, evaluation and research activities.
- Review and analyze monitoring, evaluation and research priorities and provide recommendations to strengthen evidence generation and utilization across programme sectors.
- Contribute technical inputs into evaluation planning processes, including evaluability assessments, development of terms of reference and identification of priority evaluation topics.
- Support integration of monitoring, evaluation and research findings into programme planning, annual work plans and strategic reviews.

3. Evaluation Management and Use of Evidence.

- Support the management and quality assurance of evaluations throughout the evaluation cycle, including stakeholder consultations, review of evaluation deliverables and dissemination of findings.
- Promote the utilization of evaluation findings and recommendations by supporting development, monitoring and reporting of management responses and action plans.
- Analyze the implementation status of evaluation recommendations and prepare summary reports highlighting progress, challenges and areas requiring management attention.
- Support dissemination of evaluation findings and lessons learned to government counterparts, programme teams and partners to strengthen evidence-informed programming.
- Contribute to strengthening evaluation quality and compliance with UNICEF Evaluation Policy and organizational standards.

4. Coordination, Partnerships and Strategic Engagement.

- Support coordination of monitoring, evaluation and reporting activities with government counterparts, development partners, UN agencies and implementing partners.
- Contribute technical inputs to inter-agency planning, monitoring and reporting processes, including UNSDCF results monitoring and joint programme reporting.
- Facilitate collaboration with national statistical institutions, research organizations and other partners to strengthen data availability, quality and utilization.
- Support the preparation of analytical briefs, presentations and documentation for stakeholder consultations, coordination forums and programme reviews.
- Promote alignment between UNICEF programme monitoring systems and national monitoring and reporting frameworks.

5. Knowledge Management, Learning and Capacity Development.

- Contribute to the generation, documentation and dissemination of knowledge products, lessons learned, good practices and evidence from programme

monitoring and evaluations.

- Support institutional learning by facilitating reflection exercises, after-action reviews and learning events that strengthen programme performance and accountability.
- Provide technical support and capacity building to UNICEF staff and partners on monitoring, evaluation, results-based management and data quality standards.
- Promote the use of innovative approaches, digital tools and data visualization products to improve monitoring, reporting and knowledge management.
- Support strengthening of organizational capacities for evidence generation, results measurement and adaptive programme management.

IV. Impact of Results

The Planning, Monitoring & Evaluation Officer's contributions strengthen the Country Office's planning coherence, monitoring systems, and results tracking capacity. By ensuring timely data consolidation, structured planning processes, and consistent monitoring practices, the role supports evidence-based decision-making and improved programme performance.

Effective support in planning and monitoring enhances the Country Office's ability to deliver on CPD commitments, track progress against results, and adjust implementation based on evidence, ultimately contributing to better outcomes for children.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles).

Core Values

i) Core Values (Required)

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) Core Competencies (Required)

- 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)

iii) Functional Competencies (Required)

- Analyzing (1)
- Applying Technical Expertise (2)
- Learning and researching (2)
- Planning and Organizing (2)

VI. Recruitment Qualifications

Education:	University degree in social sciences, business management, public administration, finance or any other relevant field of discipline.
Experience:	A minimum of one year of relevant professional experience in programme planning, monitoring, reporting, data management, research, evaluation support, or programme coordination is required. Experience in results-based management, data analysis, monitoring tools, or programme reporting is an asset. Experience working with the UN system, government, or development partners is an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or a local language is an asset.