UNICEF
United Nations Children's Fund
Specific Job Profile

I. Post Information	
Job Title**: Data and Analytics Officer (Monitoring) NOB** Supervisor Title/ Level: Planning and Monitoring specialist**, NOC** Organizational Unit: PMDA Post Location: **Khyber Pakhtunkhwa, Balochistan, and Sindh**	**Job Level:** Level 2 **Job Profile No.:** **CCOG Code:** **Functional Code:** **Job Classification Level:** NOB

II. Organizational Context and Purpose for the job

Job organizational context:

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 favouritism. 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 fulfil 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:

Pakistan Country Office has made significant investments in strengthening data and evidence for children through major initiatives such as MICS, the Child Labour Survey (CLS), administrative data systems, programme monitoring platforms, and the Integrated Data Systems (IDS) platform. Together, these investments have strengthened the availability and integration of data to support evidence-informed planning, programme management and decision-making.

As the volume and complexity of available data continue to grow, the key challenge is to transform data into actionable insights that influence policies, programmes and investments for children. Additional capacity is needed to analyse, integrate, visualize and communicate evidence in ways that support programme adaptation, resource prioritization and policy dialogue.

The increasing complexity of development and humanitarian contexts also requires stronger analytical capacity to combine multiple data sources, identify emerging trends, anticipate risks and generate forward-looking insights. This includes the use of geospatial analysis, innovative data sources and advanced analytical approaches to strengthen programme effectiveness and responsiveness.

UNICEF Pakistan is increasingly positioning itself as a trusted evidence partner for government, academia, development partners, UN agencies and civil society. Strengthening capacities for data analysis, monitoring, visualization and evidence use remains critical to translating data into action and achieving better results for children

Purpose for the job:

Smart demand, supply and use of data, monitoring information and evidence drive better results for children, particularly when the right information is available to the right stakeholders at the right time, leading to more informed, equitable and effective decisions. This post focuses on the analysis, visualization and use of data and information from multiple sources to support evidence-based planning, programme implementation, advocacy and monitoring. The primary function of this position is to support the integration of analytics, monitoring and learning by producing analytical products, visualizations and knowledge products that strengthen programme performance and decision-making. The incumbent provides technical support for the collection, analysis, interpretation and dissemination of data and monitoring evidence within UNICEF and with partners. The position

also supports field offices in analysing and using data, monitoring findings and lessons learned to improve programme effectiveness, adaptive management and results for children.

This post is created in 3 different field offices reporting directly to Planning and Monitoring Specialist, NOC in respective field offices, with dotted line to Data and Analytics Manager, P4, Islamabad.

III. Key functions, accountabilities and related duties or tasks

Data Analytics, Evidence Generation and Decision Support

- Support in review of the quantitative and qualitative data of program monitoring, survey, administrative, and humanitarian data to generate evidence of products for programme planning and implementation.
- Support the analysis of data on the situation of children and contribute to identifying trends, inequities, bottlenecks, and opportunities for programme improvement.
- Support in developing UNICEF interventions maps, dashboards, infographics, and maps presentations briefs to enable programme teams in better planning and management.
- Support evidence generation for Child Friendly Communities (CFC), Integrated Service Delivery (ISD), programme reviews, baseline studies and other strategic initiatives.
- Contribute to preparation of evidence products supporting advocacy and planning

Integrated Data Monitoring and Adaptive Management

- Support implementation and maintenance of monitoring systems across programme sectors at provincial level.
- Compile, review, and highlight the key data gaps in monitoring reports and prepare monitoring summaries for monitoring improvements.
- Support monitoring of development and humanitarian programmes and contribute to integrated programme monitoring efforts.
- Contribute to designing programme monitoring tools.

Integrated Data Systems, Digital Solutions and Information Management

- Support effective use of information systems including DHIS2, EMIS, and other sector information systems for monitoring and analysis.
- Contribute to data validation, integration, and quality assurance processes across multiple data sources.
- Develop and maintain IDS, dashboards, visualization products, and analytical tools.
- Support information management practices through data organization, documentation, and dissemination.
- Produce GIS products, maps, and spatial analyses to support programme monitoring and decision-making.
- Support application of innovative approaches for data collection, integration and analysis, including geospatial and other non-traditional data sources where appropriate.
- Assist in testing and applying analytical approaches that strengthen programme monitoring and evidence generation.
- Explore emerging analytical tools and methods and share relevant findings with programme teams.
- Contribute technical inputs to analytical initiatives involving advanced analytics, automation, or data science techniques.

Knowledge Management, Learning and Qualitative Analysis

- Document lessons learned, good practices and findings emerging from monitoring and analytical work.
- Prepare knowledge of products that synthesize evidence and monitor findings for programme teams and partners.
- Contribute to documentation and dissemination of best practices and innovations.
- Support organization of learning events, evidence-sharing sessions, and cross-sectoral reviews.

Surveys, Assessments and Research Support (MICS)

- Provide technical support to surveys, assessments, baseline studies and research activities.
- Support data quality assurance, validation, and consistency checks during data collection and analysis processes.

III. Key functions, accountabilities and related duties or tasks

- Contribute to development of indicators, tabulation plans and analytical frameworks.

Support dissemination and use of survey and assessment findings in programme planning and monitoring

Data Quality and Responsible Data

- Apply UNICEF standards related to data quality, responsible data use and data protection within assigned areas of work.
- Conduct routine data quality checks and support implementation of quality assurance procedures.
- Support maintenance of data management documentation, metadata, and analytical protocols.
- Review analytical outputs for accuracy and consistency prior to dissemination.

Capacity Building and Data Literacy

- Support organization and delivery of training sessions on data analysis, visualization, monitoring, and evidence of use.
- Prepare training materials, user guides, and technical documentation.
- Provide day-to-day technical support to UNICEF Field office colleagues and implementing partners on data and monitoring related topics.
- Contribute to initiatives aimed at strengthening data literacy and evidence of use within the field office.

IV. Impact of Results

The key results will have an impact on UNICEF's capacity to improve results for children in Pakistan Country Office by strengthening the available evidence base, particularly around the most vulnerable. This includes strengthening existing data and information as well as working to fill key evidence gaps through guiding and coordinating efforts to develop new measurement methods, compile and analyse data across a variety of sources, and promote effective use of those data and information. Judgement, analytical capacities, and drafting skills are required to prepare high-quality relevant documents for senior management in Pakistan country Office. Misinterpretation of country situation and trends can lead to wrong direction of the country programme resulting in country objectives not being met and a significant proportion of UNICEF resources being misspent. Ineffective coordination and interaction with national partners, UN and others will negatively affect the credibility and acceptability of UNICEF interventions. Ineffective support of capacity building and training activities can adversely affect UNICEF capacity for programme planning and implementation. Incumbent is expected to perform independently and take the initiative to inform or consult with the Supervisor on problem areas and major constraints.

V. Competencies and proficiency (level) requirement: (based on UNICEF Competency Framework)

i) Core Values (Required)	**ii) Core Competencies (Required)**
• Care • Respect • Integrity • Trust • Accountability • Sustainability	• Demonstrates Self Awareness and Ethical Awareness • Works Collaboratively with others • Builds and Maintains Partnerships • Innovates and Embraces Change • Thinks and Acts Strategically • Drives to achieve impactful results • Manages ambiguity and complexity

VI. Qualifications

Education:	A university degree (Bachelor's) in Data Science, Data Analytics, Statistics, Computer Science, Information Systems, Demography, Economics/Econometrics, or another related field is required.
Experience:	A minimum of two **years of relevant professional experience** at the national/international levels in data analysis, data science, data harnessing, measurement, methodological development and other areas of applied statistics, data interpretation and use in sectors of concern to UNICEF is required. • Experience in data visualizations tools is required. • Proficiency in Power BI is required; proficiency in ArcGIS and Python is an asset. • Excellent analytical and evidence synthesis skills is required.

	• Excellent verbal and written communication skills especially in communicating complex information and concepts to non-specialist audiences is required. • Working experience in humanitarian settings is an asset. • Working experience in knowledge management and the ability to data and information into a narrative is an asset.
Language Requirements:	Fluency in English and Urdu is required. Knowledge of a local language is an asset.