

**UNICEF CHINA COUNTRY OFFICE
Vacancy Announcement**

Functional Title : Planning Officer

Contract/Grade : NO-B

Duty Station : Beijing, China

Vacancy Open: 22 November 2018

Vacancy Closes: 9 December 2018

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

For every child, *an advocate*

UNICEF China is driven by a 'pilots to policy to results at scale business model'. The country office in collaboration with government, pilots high impact programme interventions to demonstrate key results for children, and uses evidence from this to advocate for government adoption, nationwide scale up and policy development to improve outcomes for China's 271 million children. With China's increased global engagement and investments, there is also an opportunity to export China's best practices to other developing countries in support of the achievement of the Sustainable Development Goals. Much of this is underpinned by the country office's ability to demonstrate, document and disseminate key initiatives, results and knowledge.

http://v.youku.com/v_show/id_XMzU5ODg1NDcxMg==.html

How can you make a difference?

Under the guidance of the Chief Planning, Monitoring & Evaluation (PM&E), the Planning Officer will contribute to strengthened results based management; support programmes to better plan, document and report on results; and in doing so - contribute to office wide efforts in enhancing UNICEF China's role as an effective advocate and knowledge broker on child rights. S/he will

- Support the preparation of key country office documents and its periodic updates, based on analyses of the social, political, and economic trends in the country, as well as programme and organizational initiatives related to women and children.
- Support the office plan and execute corporate planning milestones, including country programme reviews and meetings, tracking timely follow up actions, distilling guidance from Headquarters and the Regional Office to inform these processes, quality assuring work plans; and providing technical advice to programme staff, government officials and other counterparts, as required, on planning and monitoring.
- Contribute to and support country programme development, including the preparation of the Country Programme Document, Programme Strategy Notes and other relevant documents. Contribute to UNDAF planning and monitoring and other UN coherence processes.
- Coordinate and support the Research, Studies and Evaluation function in the office, by providing guidance and tools, and tracking and monitoring the office's Integrated Monitoring and Evaluation Plan.
- Maintain a database of key country programme documents, social indicators on the situation of women and children and collaborate with the communication team and knowledge management focal points on the production and dissemination of key data and knowledge products.
- Assess trends and measure outcomes relating to achieving the SDGs, national development plans, UNDAF, CPAP and linkages with UNICEF Strategic Plan in the context of the country programme.
- Perform other related duties as assigned by the supervisor to ensure the success of the team.

To qualify as an advocate for every child you will have...

- A university degree, ideally an advanced degree, in Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development or other relevant discipline.
- At least two (2) years of responsible professional experience in programme / project planning or management or another related field.
- Familiarity with results based management and experience in managing and/or commissioning research
- Prior experience of working with UNICEF or the UN, is highly desirable.
- Fluency in English and Chinese is required.

For every Child, you demonstrate...

- Respect for and adherence to UNICEF's core values of Commitment, Diversity and Inclusion, Integrity and proven understanding and sensitivity to cultural nuances
- Interpersonal skills, capacity to work with different personalities to deliver on shared results
- Drive for results, setting high standards for the quality of work
- Capacity to think outside of the box and drive innovation
- Strong communication skills, fluently and confidently gathering and expressing and writing opinions and information

View our competency framework at

http://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf

We value diversity and aspire to reflect this in our workforce. In our effort to achieve a gender balance in our current workforce, we particularly encourage applications from qualified male candidates.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.

To apply for this position, please click*

<https://www.unicef.org/about/employ/?job=518081>

The deadline is 9th December 2018.

*If you are unable to access the link by clicking please copy and paste the listed *url* (<https://www.unicef.org/about/employ/?job=518081>) to your browser to access the vacancy announcement.