

VACANCY ANNOUNCEMENT

PLANNING OFFICER, NO-B , (FIXED-TERM) MONROVIA, LIBERIA

Purpose of the post: Under the direct supervision of the M&E Specialist with guidance from Deputy Representative, the incumbent will be responsible for programme planning functions within the UNICEF Country programme.

1. Coordinates and provide support to update the Situation Analysis for the relevant programme areas and its periodic updates.
2. Participates in the development of programme/project goals and objectives and planning the implementation of programme/project strategies.
3. Support office in drafting the country programme document, Summary Results matrix, Country Programme Management Plan (CPAP), Annual Management Plan (AMP), etc.
4. Participates in the development/updating Enterprise Risk Management for UNICEF Liberia Country Office as and when necessary;
5. Conduct quality check control for annual workplans of various programmes prior final approval and signature;
6. Draft the tools, template and guiding notes for mid-term, mid-year and annual reviews of government of Liberia – UNICEF programmes;
7. Contributes to UNICEF's participation in the UNDAF and Delivering as One planning and review processes. Responsible for quality check and consolidation of inputs from all outcome working groups under UNDAF Human Development Pillar;
8. Provide technical support to build the capacity of UNICEF staff and partner on planning and results based management;
9. Any other assignment to be given by supervisors as and when necessary.

MINIMUM QUALIFICATION & COMPETENCIES:

Education: Advanced university degree in Social Sciences, Planning or other related field.*

*A relevant first-level university degree (Bachelor's), in combination with 2 years of additional relevant work experience, may be accepted in lieu of the advanced university degree.

Work Experience: Five years progressively responsible professional work experience at the national levels in social development, planning, management, monitoring and evaluation.

Language: Fluency in English and another UN language required.

Competencies: Communication (I), Working with people (I), Drive for results (I), Formulating strategies and concepts (I), Analyzing (II), Applying technical expertise (II), Planning and organizing (II).

Language: Fluency in English is required. Knowledge of another official UN language or a local language is an asset.

Duration of the appointment: One year fixed term

How to apply: Interested candidates will need to submit their application via UNICEF's new Talent Management System via the following link: <https://www.unicef.org/about/employ/?job=504413>

*Only online applications received via [UNICEF Careers Website](#) by closing date **19th May 2017** will be accepted. Please note that due to high volume of applications, only short-listed candidates will be contacted.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization. **Qualified FEMALES are highly encouraged to apply.**

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