



## TERMS OF REFERENCE

### I. Post Information

**Job Title:** Project Manager – Data Transformation Initiative

**Supervisor Title/ Level:** Associate Director / D-1 (#11353) with matrix reporting to Chief Technology Officer / D-1 (#100003)

**Organizational Unit:** Office of Strategy & Evidence (OSE) - Innocenti

**Post Location:** Florence, Italy

**Job Type:** Temporary Appointment (364 days)

**Job Level:** P4

**Job Profile No.:**

**Job Classification Level:**

### 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:**

The Office of Strategy & Evidence - Innocenti provides leadership across UNICEF in the areas of data, research and evidence generation, foresight, and assure development effectiveness through strategic planning, monitoring and results & risk management. It drives the evidence to globally position the Organization on all child related issues, monitor SDGs and serves as the institutional lead for excellence in data, research and

foresight on children and child rights within UNICEF, the United Nations and the global community.

By integrating data generation and use, research and foresight with programme effectiveness, OSE informs and strengthens the acceleration of progress towards SDGs, delivery of the Strategic Plan's results for children at country level, contributes to thought leadership, and helps anticipate emerging challenges, thus, making sure that Country Programmes are informed and respond to national priorities for children according to different contexts, including humanitarian.

OSE sets global standards, provides Organization-wide oversight and governance of evidence for the effective and methodologically sound and ethical collection, production of publications, disclosure and use of data, research and knowledge, and validates the quality of evidence, including the development of standards, tools, and systems for capturing, sharing, and applying learning across all levels of the organization.

UNICEF is implementing the Data Transformation Initiative enabling AI Initiative (DT&AI). The DT&AI proposes to centrally provide the necessary foundations for data to transform UNICEF into a more efficient, data-informed organization by identifying key data assets and building strong data governance mechanisms; reducing inefficiencies by consolidating data operations and tools; improving the quality of data and insights; enabling innovation, ensure data readiness for adoption of data technology such as artificial intelligence (AI); increasing the ability to efficiently identify and mitigate key data risks. The DTI is being jointly implemented by Office of Strategy and Evidence (OSE) and the Digital Impact Division (DID).

**Purpose for the job:**

The purpose of this role is to manage and drive the Data Transformation Enabling AI Initiative from start to finish, ensuring it progresses through agile, iterative delivery. The position is responsible for planning and executing project activities so that all deliverables are completed on time, within scope and budget, and that the initiative achieves its intended benefits, including measurable results enabled by data and AI solutions.

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

**1. Lead on the delivery of the project activities**

- a. Oversee the delivery of the Data Transformation enabling Global AI project, coordinating implementation, monitoring activities, managing risks, and ensuring the effective use of resources to deliver high-quality outputs on time, on budget and within scope.

- b. Ensure that the daily activities undertaken on the project are in accordance with project board-approved plans and the Project charter. Escalate to the project board whenever project objectives or performance measures are off target and recommending options for corrective action. Ensure that all aspects of the project are in compliance with internal rules and regulations.
- c. Manage interdependencies with other project managers and/or those managing related systems in the best interest of the project and the organization.

**2. Develop and Maintain project documentation:**

- a. Document project scope, goals, and deliverables in collaboration with stakeholders, using Agile artifacts.
- b. Setup and maintain risk and quality registers.,
- c. Setup, monitor and maintain the benefits realization plan.

**3. Collaborate across teams to track implementation of key project deliverables**

- a. Setup a projects meeting calendar
- b. Maintain a record of project meetings and decisions and sprint outcomes.
- c. Coordinate internal resources and third parties/vendors for the flawless execution of projects. Monitor and track project progress, adjusting plans as needed to meet objectives.
- d. Manage changes to the project scope, schedule, and costs using in consultation with the project team.

**4. Prepare reports and communication**

- a. Setup and implement a communications plan – targeting all stakeholders and supporting iterative and Agile delivery updates.
- b. Act as a champion for the project objectives in internal forums.
- c. Prepare regular reports as required by the project board and project sponsors.
- d. Document lessons learnt and maintain a project Knowledge base. Initiate a post – project evaluation and document finding.

**IV. Impact of Results**

To efficiently deliver on its mission, UNICEF is transforming into data enabled and AI ready organization. The Data Transformation – Enabling Global AI Initiative (DT&AI) is a foundational project to make that a reality, leveraging technology to deliver in an

increasing resource constrained environment, improving how we make decisions, measure results, address risks, and serve children more effectively across the world.

## V. Competencies and level of proficiency required

### Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

### Core Competencies

- 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)

## VII. Recruitment Qualifications

### **Education:**

- An advanced university degree (master's or higher) in a relevant field
- A first level university degree combined with an additional two years of professional experience may be accepted in lieu of an advanced university degree.
- A current Project Management certification is required (Prince 2 or PMP).

### **Experience:**

- A minimum of eight (8) years of progressively responsible experience in areas relevant to the role, including digital, data, or AI-enabled transformation initiatives is required.

	<ul style="list-style-type: none"> <li>• Prior experience managing medium scale cross organizational projects is required.</li> <li>• Prior Experience with Agile and other project management methodologies is required, using Agile or hybrid delivery approaches.</li> <li>• Proven expertise in identifying opportunities to use data through effective stakeholder engagement, whether that is the use of data to guide decisions, to inform operations, or to develop data products, including AI-driven and analytics-enabled solutions is required.</li> <li>• An in-depth understanding of Data Governance, Data Architecture, and Data Technologies including AI, with awareness of data quality, security, and responsible AI principles is required.</li> <li>• Experience in the development and roll out of complex, global programmes is desirable.</li> <li>• Experience in international development, UNICEF regional or country office experience is considered an asset, as is experience working in an emergency or humanitarian context.</li> <li>• Familiarity with concepts of change management is an asset.</li> </ul>
<p><b>Language Requirements:</b></p>	<p>Fluency in English is required (spoken and written). Working knowledge of other UN languages (Arabic, Chinese, French, Russian, and Spanish) is an advantage.</p>