|  |  |  |
| --- | --- | --- |
| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNICEF**  **United Nations Children’s Fund**  **EAPR Generic Job Profile** |  |

|  |  |
| --- | --- |
| **I. Post Information** | |
| **Job Title:** Technology for Development (T4D) Specialist  **Supervisor Title/ Level:** Deputy Representative Operations, P-4  **Organizational Unit:** Operations  **Post Location:** Phnom Penh, Cambodia | **Job Level:** Level 3  **Job Profile No.:**  **CCOG Code :**  **Functional Code:** ICT  **Job Classification Level:** Level 3 |

|  |
| --- |
| **II. Organizational Context and Purpose for the job** |
| UNICEF is a leading humanitarian and development agency working globally for children rights. Child rights begin with safe shelter, nutrition, protection from disaster and conflict and traverse the life cycle. UNICEF strive to ensure that all children are born alive, stay safe and keep learning.  For 70 years, UNICEF endeavor to improve the lives of children and their families. Working with and for children through adolescence and into adulthood requires a global presence whose goal is to produce results and monitor their effects. UNICEF also lobbies and partners with leaders, thinkers and policy makers to help all children realize their rights—especially the most disadvantaged.  **Job organizational context**: The **Technology for Development (T4D) Specialist (Level 3)** reports to the Deputy Representative Operations, with second line reporting to the Deputy Representative Programmes.  **Purpose for the job:** The purpose of this role is to manage, lead and support demand for Technology for Development (T4D) programmatic support. UNICEF Programmes increasingly leverage digital means for effective programme delivery, systems strengthening and monitoring. The T4D role will assist programme teams in the identification, assessment and integration of ICTs and digital innovation into UNICEF programming; strengthening internal capacity to lead and support T4D related initiatives; identifying and engaging with key partners; building business relationships; applying reusable and replicable technical buildings blocks; and maximizing potential for the scale-up and sustainability of technology and digital innovation for UNICEF programming.  The T4D Specialist is directly supervised by the Deputy Representative Operations, but also works closely with Deputy Representative Programmes, other Programme staff and in close liaison with the East Asia Pacific Regional Office (EAPRO) ICT and Digital Innovation Unit, the central ICT Division and UNICEF Innovation where applicable.  This EAPRO Generic job profile (GJP) may be modified by country offices to meet their specific needs.  In Cambodia, the T4D specialist will in particular support, as a first priority, digital approaches to strengthen Government health systems and capacities for the roll-out and monitoring of COVID-19 vaccination, where these investments are expected to also strengthen routine immunization, in particular reaching the most disadvantage groups, in the longer term. The specialist is expected to work closely with the UNICEF Health team, Ministry of Health, WHO and other partners in this regard. |

|  |
| --- |
| **III. Key functions, accountabilities and related duties or tasks** |
| Summary of the key functions, accountabilities and related duties or tasks include:   1. Manage the T4D function and provide technical and programmatic support, 2. Policy and Strategic Development for Technology-enabled Programming, 3. Engage and maintain partnerships and networks, 4. Knowledge Management, 5. Capacity Building. |

|  |
| --- |
| 1. **Manage the T4D function and provide technical and programmatic support:**    1. *Business Relationship Management*   Manage Business and Programme Relationship services to define high-level requirements; document and match requirements and guide the design, development and deployment of appropriate T4D solutions.   * 1. *Portfolio Coordination*   Lead deployment of a portfolio approach to solutions prioritised for UNICEF programming (e.g. Digital Public Goods).   * 1. *Support and assist design of T4D interventions*   Provide support and technical assistance to the Country Office in the identification, selection, concept design, deployment and sustainability of T4D interventions to address bottlenecks towards the achievement of programme results. This includes the development of T4D interventions and strategies to support COVID-19 vaccination in collaboration with Government and other partners.   * 1. *Identify and assess new Technology and Digital Innovations*   Assist programme sections to identify and assess new T4D initiatives, or new phases of on-going initiatives, with immediate potential to improve UNICEF programming. This includes interoperability between existing systems across Ministries and departments to improve equitable coverage of basic social services for women and children.   * 1. *Solution procurement and evaluation*   Assist the review of technical solutions to ensure UNICEF standards are followed; contribute to project management processes, generation and review of terms of reference and vendor selection.   * 1. *Deployment advice and support*   Advisory and assistance with implementation strategy of digital technology initiatives. Including technical oversight, troubleshooting and the documentation of challenges and resolutions.   * 1. *Design thinking* Support human/user-centred design methods to enable user-acceptance testing, evaluation, documentation and analysis. |
| 1. **Policy and Strategic Development for Technology-enabled Programming**     1. *Digital Development and Technology Innovation Strategy*   Provide leadership to the digital development and technology innovation strategy for the country office; including assessment of T4D gaps, opportunities and scale-up strategy in support of CO priorities. One prioritized area will be to support T4D strategies to improve microplanning, equitable service delivery and real-time monitoring of COVID-19 vaccination.   * 1. *Participation in programme and management processes*   Integrate digital development and technology innovation into the programme planning lifecycle. Align with programme priorities (e.g. AWP) and attend planning meetings (PCM) to exercise T4D functional accountabilities. This includes aligning to the National Development and Vaccination Plan (NDVP) for COVID-19 vaccines.   * 1. *Leadership and Quality Assurance*   Oversee development and quality assurance during planning and deployment of T4D initiatives; participate in establishing and maintaining standards, documentation and support mechanisms for T4D.   * 1. *Convene and guide compliance with T4D best practices*   Convene CO T4D Governance Committee and ensure compliance of T4D initiatives with the Principles for Digital Development (http://digitalprinciples.org/) and UNICEF T4D best practices. Participate as relevant in partner coordination meetings |
| 1. **Engage and maintain partnerships and networks**    1. *Engage and maintain partnerships and networks*   Develop partnerships and networks with local solution providers, innovators, NGOs, cultural and religious organisations, the private sector, local media and academia to build and provide a space to nurture and test new and innovative technologies and build local capacity. This includes working closely with relevant Health sector partners and relevant Ministries and Institutes of Technology involved in support COVID-19 vaccination and digital health.   * 1. *Advocacy and communications*   Represent the country office in external, inter-agency or partner forums on Digital Development and Technology Innovation.   * 1. *Proposal and partnership development*   Identify opportunities for resource mobilisation and new partnerships and lead proposal and partnership development efforts in close collaboration with East Asia Pacific Regional Office, where applicable.   * 1. *Provide advice and support to programme partners* Provide technical and operational support to a wide range of stakeholders and partners on UNICEF policies, practices, standards and norms on technology for development.   2. *Standards and procedures for ownership*   Work with stakeholders to help develop standards, procedures and partnerships for T4D interventions and their transition to relevant Government and Civil Society Institutions.   * 1. *Transfer and skill-sharing for programme partners*   Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing and transfer of knowledge, skills and tools to foster and facilitate technology-enabled programming.   * 1. *Document localized partners and profiles*   Develop a catalogue of potential country specific T4D partners and their profiles/areas of engagement to promote and enhance UNICEF goals for outcomes for children through the use of Technology for Development. |
| 1. **Knowledge Management**    1. *Share lessons learned*   Identify, capture, synthesize and share lessons learned from T4D for integration into broader knowledge development planning, advocacy and communication efforts.   * 1. *Landscape mapping*   Maintain an inventory of Technology and Innovation interventions, assets, resources and networks   * 1. *Monitoring, evaluation and learning*   Work with PME to ensure documentation and clear monitoring and evaluation mechanisms for innovation and T4D projects including baseline data collection, on-going monitoring, as well as first phase data collection and analysis.   * 1. *Contribute to Peer Support Networks*   Contribute and share to regional and global digital development and technology innovation networks and activities. |
| 1. **Capacity Building**    1. *Data analysis for evidence generation*   Build capacity of programme staff, Government counterparts, and local partners where relevant, in analysing the large amounts of data generated through T4D initiatives including the use of data visualization techniques and analytics tools.   * 1. *Co-create appropriate solutions*  Work directly with section chiefs, Government and other partners to co-create strategies on how technology and innovation can support the country programme.   2. *Provide training to stakeholders and end-users*   Participate as resource person in capacity building initiatives to enhance the competencies, capacity and knowledge within the programmes on digital development, train UNICEF staff, partners, government counterparts and other end users in digital development and technology innovation.   * 1. *Build awareness around Innovation & Frontier Technology*   Develop capabilities within Country Office on appropriate use of frontier technology and innovations such as UAVs, wearables, IoTs, mobile money, blockchain etc. |

|  |
| --- |
| **IV. Impact of Results** |
| The T4D function supports UNICEF’s mission and strategic plan by enabling programme and operational effectiveness and efficiency through innovation, partnerships and providing ICT solutions and services in a timely, secure and safe manner. Through specific support provided to Government on COVID-19 vaccination, it is expected that people who are most disadvantaged and from hard to reach areas will have improved access to information and vaccination services.  With regards to the performance of the incumbent, any failures not properly addressed or corrected will have high operational and damaging impact to UNICEF office as a whole. The absence or lack of a sound management of the T4D functions will affect UNICEF’s ability to support local counterparts and implementing partners and potentially affect UNICEF ICT globally and possibly have legal or financial repercussions affecting UNICEF’s brand and reputation. |

|  |
| --- |
| **V. Competencies and proficiency (level) requirement:**  (based on UNICEF [Competency Framework](https://intranet.unicef.org/dhr/dhrsite.nsf/96054cb61a0f902885256fd9004dda04/e2683bc695cee3ce85257a63006b380d?OpenDocument), listed in alphabetical order) |
| **Core Values**   * Care * Respect * Integrity * Trust * Accountability   **Core Competencies**   * Nurtures, Leads and Manages People (1) * Demonstrates Self Awareness and Ethical Awareness (2) * Works Collaboratively with others (2) * Builds and Maintains Partnerships (2) * Innovates and Embraces Change (2) * Thinks and Acts Strategically (2) * Drives to achieve impactful results (2) * Manages ambiguity and complexity (2)   **Functional Competencies**   * Analyzing (2) * Applying Technical Expertise (3) * Planning and Organizing (2) |

|  |  |
| --- | --- |
| **VI. Qualifications** | |
| **Education:** | An advanced university degree is required in Business Analysis, ICT Management, Computer Science, Innovation, Digital Development, International Development or another relevant technical field.  *A first-level university degree in a relevant field combined with seven years of professional experience may be accepted in lieu of an advanced university degree.* |
| **Experience:** | A minimum of five years of professional experience in information communication technology for development (ICT4D) in a large international organization and/or corporation is required.   * Experience with ICT, mobile and web-based technologies, particularly designing or deploying tools appropriate to Asia and Pacific. * Experience in Open Source, mobile and emerging technology applied to UNICEF programme areas is desirable. * Experience with RapidPro, OpenSRP, DHIS2, ODK and other global public good technologies, and deploying, maintaining, and scaling these technologies is highly desirable.   Project management skills including task prioritization, workflow coordination, and results-driven strategies.  Strong analytical and interpersonal communication skills, attention to detail. Ability to translate business needs into technical requirements.  Prior experience working with a multilateral or UN organization is highly desirable.   * Exposure to UNICEF, UN or other INGO programmatic areas, including (but not limited to) health, nutrition, child protection and/or education, and experience in applying technical solutions to address programmatic issues.   Demonstrated strong writing and presentation skills.  Software programming experience, with focus mainly on writing new code to deliver enhancements, new functionality, and defect resolution as well as proficiency with source code and continuous integration solutions such as GitHub, Circle/Travis, Jenkins etc.  Ability to stay abreast of new technologies and their ability to support UNICEF‘s innovation projects to improve efficiency and effectiveness of business units. |
| **Language Requirements:** | Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset. |