

SPECIFIC JOB DESCRIPTION

I. Post Information	
<p>POST NUMBER/ CASE NUMBER: 00136940 POST/CASE NUMBER OF SUPERVISOR: 133091 REASON FOR CLASSIFICATION: NEW POSITION REGION/DIVISION: Digital Impact Division COUNTRY: Kenya DUTY STATION: Nairobi OFFICE: - SECTION: Digital Centre of Excellence (DCOE)</p>	<p>CATEGORY: GS PROPOSED LEVEL: GS7 JOB TITLE: Digital Impact Senior Project Associate Functional Code: ICT ICSC CCOG Code: XXXX</p>

II. Strategic Office Context and Purpose for the job
<p>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.</p> <p><u>Strategic office context :</u></p> <p>Digital Impact Division (DID) is at the heart of reshaping how UNICEF delivers lasting results for children. We are committed to harnessing the full potential of emerging digital technologies to advance UNICEF’s mission.</p>

DID works in close collaboration with regional Digital Impact teams and colleagues across headquarters divisions, regions, and country offices to leverage technologies and capabilities that accelerate progress on UNICEF's goals, strengthen community resilience, and expand access to essential digital services and information.

Our mission is to enhance UNICEF's global digital impact by promoting equitable access to information and services, empowering communities to create lasting, positive change for children, and foster a more inclusive, interconnected, and sustainable world for every child, everywhere.

The Digital Center of Excellence champions and coordinates the delivery of field-focused digital transformation in UNICEF programming through a dedicated, field-facing global structure, providing the interface between Regional and Country Offices, and the Digital Core in Valencia to drive the broader digital transformation and innovation agenda.

UNICEF is partnering with the Government of Luxembourg on the SafeChild initiative, which aims to protect children in the digital age by strengthening safe, responsible, and rightsbased digital programming. A core component of SafeChild is the upskilling of UNICEF staff through TeamOne Expo, ensuring they have the appropriate skills, knowledge, and operational readiness to design and implement digital initiatives safely and securely, including in humanitarian and emergency contexts.

Purpose for the job:

The purpose of this assignment is to provide comprehensive project management, administrative, logistical, and operational support for the overall SafeChild partnership and the planning and delivery of the TeamOne Expo 2026 specifically. The role will ensure the effective coordination of event administration, participant travel and visa arrangements, venue and service providers, budget tracking, on-site logistics, and event-related services, in line with UNICEF policies and procedures, to enable the successful delivery of this flagship upskilling event.

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

1) Project Management of SafeChild project

- Prepare, run and document bi-weekly/monthly project meeting across all involved digital impact teams
- Track project outputs/ deliverables and budgets across stakeholders, flag risks and dependencies
- Support project reporting and donor communications, as required
- Support preparation of Steering Committee meetings, as required

2) Event Administration and Logistics of TeamOne Expo

- Prepare and manage the event administrative note, including coordination of internal clearances and approvals.

- Act as the administrative focal point for the TeamOne Expo, coordinating with internal UNICEF units (travel, procurement, security, finance) and external service providers.
- Liaise with an event management company (if applicable) on logistical arrangements, including registration, venue setup, and on-site support.
- Coordinate with hotels and venues on:
 - Conference room bookings and layouts
 - Catering arrangements
 - Audio-visual and technical requirements
 - Event logistics and service schedules
- Support on-site event coordination, including troubleshooting logistical issues and supporting speakers and participants during the event.

3) Participant Travel, Accommodation, and Visa Support for TeamOne Expo

- Support participants with travel planning and processing, including coordination of travel requests and approvals.
- Track travel and accommodation arrangements for all participants.
- Support visa processes, including preparation of invitation letters, sharing guidance, and tracking visa status.
- Maintain and update a participant logistics tracker covering travel, accommodation, arrival/departure details, and special requirements.

4) Budget Tracking and Cost Administration for TeamOne Expo

- Track and regularly update event-related costs, including travel, accommodation, venue, catering, and service providers.
- Maintain an event budget and cost tracker, flagging variances or risks in a timely manner.
- Support coordination with finance colleagues on cost reconciliation and documentation, ensuring compliance with UNICEF procedures.

5) Event Materials and On-site Services for TeamOne Expo

- Coordinate printing and preparation of on-site materials, including agendas, name badges, signage, and participant packs.
- Support logistics for delivery, setup, and distribution of materials at the venue.
- Coordinate administrative aspects of event services (e.g. interpretation, photography, videography), if required.

6.) Social and Networking Events for TeamOne Expo

- Support planning and logistical coordination of social and networking activities, such as:
 - UN office or compound tour
 - Welcome reception or group dinner
 - Liaise with venues, service providers, and security to support smooth execution.
 - Coordinate participant communications related to social events (timings, transport, logistics).

VI. UNICEF values and competency Required (based on the updated Framework)	
<p><u>i) Core Values</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability • Sustainability <p><u>ii) Core Competencies</u></p> <ul style="list-style-type: none"> • 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) • Drives to Achieve Impactful Results (1) • Manages Ambiguity and Complexity (1) 	

VII. Recruitment Qualifications	
Education:	Completion of secondary education. Professional and/or university courses related to the field of work are highly desirable.
Experience:	<p>A minimum of 7 years of progressively responsible administrative or clerical work experience in project management, event management or related field required.</p> <p>Required experience:</p> <ul style="list-style-type: none"> - Experience managing and organizing large events/conferences - Experience managing donor-funded projects - Experience with event logistics for international participants, including travel, accommodation, and visa support - Experience working with consultants or vendors, including contracts and service delivery follow-up <p>Required skills:</p> <ul style="list-style-type: none"> - Project management - Planning and organizing

	<ul style="list-style-type: none"> - Budgeting - Stakeholder coordination and liaison - Attention to detail and accuracy - Ability to manage multiple priorities and deadlines - Strong written communication skills (meeting notes, trackers, correspondence) - Ability to work effectively in a fast-paced, collaborative environment <p>Desirables:</p> <ul style="list-style-type: none"> - Experience supporting international conferences or global meetings - Familiarity with UNICEF administrative, travel, and financial procedures - Experience working in a multicultural and international environment - Interest in digital public goods, digital cooperation, or innovation for development
Language Requirements:	Fluency in English is required.

VIII. Child Safeguarding	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point, or investigator (OIAI)?:	No
Is this post a direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	No
Is this post a child data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national id, location data, or photos?:	No
The selected candidate for this position will be required to engage with vulnerable children:	No