



SPECIFIC JOB PROFILE

I. Post Information

Job Title: Project Manager (UNITE)
Supervisor Title/ Level: Chief (Organizational Performance & Systems / OPS) / P-5 (#86017)
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.

UNITE is a new corporate system that will serve as UNICEF's next-generation platform for indicator management and reporting. It provides a unified, integrated and user-centric solution designed to streamline indicator management, enable real-time analytics and simplify reporting across the organization. To ensure the successful delivery of the UNITE system, a dedicated temporary assignment is required to support in managing the UNITE project.

Purpose of the job:

This role provides overall coordination, focused oversight and management during the critical phases of system conceptualization, design, development, implementation and rollout. The Project Manager will ensure timely delivery, risk mitigation, vendor coordination and accurate documentation of all project decisions and system designs.

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

1. Technical System Support and Integration

- Support the design, development, testing and integration of the UNITE system with other systems in close collaboration with OPS system team, business units, DID, vendors and other stakeholders.
- Ensure compliance with agreed technical standards and quality requirements.

2. Overall Project Management

- Provide support in securing and coordinating vendor and other third-party requirements for project implementation.

- Provide ongoing day-to-day support to proactively address project challenges and emerging issues.
- Ensure adherence to project milestones, timelines and implementation plans.
- Oversee vendor and partner activities to ensure alignment with scope, timelines and deliverables.
- Identify, assess and manage risks and implementation challenges, proposing mitigation measures as needed.

3. Stakeholder Coordination, Governance and Overall Project documentation

- Facilitate effective communication and coordination among all project stakeholders to ensure clarity, alignment and timely decision-making in collaboration with business analyst.
- Provide quarterly progress reports and implementation updates.
- Establish and maintain comprehensive documentation of whole project decisions, system designs and process workflows.

4. Reporting and financial administration

- Support the Chief of OPSU in managing project budgets and financials.
- Ensure proper maintenance of documentation related to project contracts and financial management.

IV. Impact of Results

To ensure the successful delivery of UNITE, dedicated project leadership is essential during the system development given the complexity and scale of this project. This role will provide overall coordination and focused oversight, ensure adherence to project milestones and timelines, oversee vendor activities, manage risks and challenges that arise during implementation, establish comprehensive and accurate documentation of all project decisions and system designs, and provide quarterly progress reports. This position is critical to ensuring the project is delivered effectively and rolled out to end users successfully and on schedule.

V. Competencies and level of proficiency required	
<p><u>Core Values attributes</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability • Sustainability 	<p><u>Core competencies skills</u></p> <ul style="list-style-type: none"> • Works collaboratively with others (Level 1) • Builds and Maintain partnerships (Level 1) • Nurtures, Leads and manages people (Level 1) • Drives for results (Level 1) • Manages ambiguity and complexity (Level 1) • Innovates and embraces change (Level 1) • Thinks and acts Strategically (Level 1) • Demonstrates self-awareness and ethical awareness (Level 1)

VI. Recruitment Qualifications	
<p>Education:</p>	<p>Advanced degree in business, management, public administration or a related field.</p>
<p>Experience:</p>	<ul style="list-style-type: none"> • A minimum of eight (8) years of experience leading software development projects, particularly large-scale enterprise or corporate systems is mandatory. • Proven ability to plan, coordinate and deliver complex, enterprise-level IT projects, including managing timelines, milestones, dependencies, risks and vendor performance is mandatory. • Familiarity with UNICEF systems and processes are mandatory. • Strong understanding of the software development lifecycle and system integration, with the ability to work effectively with technical teams, vendors and business users to ensure quality and interoperability is mandatory. • Strong communication and reporting skills, including experience presenting to senior management and other partners is an asset.

	<ul style="list-style-type: none">• Strong analytical skills to proactively identify project risks and implementation challenges, assess impacts, and propose practical mitigation measures to keep delivery on track is an asset.
Language Requirements:	<ul style="list-style-type: none">• Full proficiency in English, including excellent writing and communication skills• Working knowledge of another UN language (Arabic, Chinese, French, Russian, and Spanish) is an asset