UNITED NATIONS CHILDREN'S FUND
(Temporary Appointment)

I. Post Information	
Job Title: Senior Adviser, Innovation (HQ Nodes & Planning - Transition) **Supervisor Title/ Level:** Director, Office of Innovation (D1) **Organizational Unit:** Office of Innovation **Post Location:** Stockholm (or remotely based)	**Job Level:** P5 **Job Profile No.:** **CCOG Code:** **Functional Code:** **Job Classification Level:**

II. Organizational Context and Purpose for the job

Job organizational context:

The Office of Innovation (OOI) is a critical driver of UNICEF's ability to explore, test, and scale innovative solutions for children. The office brings together expertise across UNICEF and its partners to address bottlenecks and to ensure alignment with the organization's strategic priorities. A central part of OOI's role has been to manage planning, reporting, and results-based management processes, ensuring that the Office and its hubs can demonstrate impact and secure ongoing resources.
OOI is undergoing a period of transition in which responsibilities for planning, reporting, and results frameworks are being transferred to other parts of UNICEF, particularly the Global Programme Division (GPD). At the same time, there is a need to bring closure to ongoing workstreams under the Innovation Nodes, while continuing to deliver on annual reporting and resources planning requirements. Continuity in these functions is vital to maintaining organizational accountability, ensuring alignment with UNICEF corporate systems, and providing a structured handover that minimizes risks during this period of change.

Purpose for the job:

The Senior Adviser, Innovation (HQ Nodes & Planning -Transition) will provide leadership in three key areas: (i) managing the wrap-up of ongoing work under the Innovation Nodes, including documentation and knowledge transfer; (ii) supporting year-end reporting, results consolidation, and development of the annual resources plan for 2026; and (iii) coordinating with GPD, ICTD and receiving teams on the structured transfer of planning, reporting, and RAM processes. The postholder will act as a bridge between OOI, hubs, and corporate functions to ensure continuity, accountability, and clarity during the transition.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Under the guidance of the Director, Office of Innovation, the Senior Adviser will be responsible for the following:

1. Closure of Innovation Nodes Work

- Lead the completion of ongoing Innovation Nodes initiatives, ensuring that deliverables are finalized and appropriately closed.
- Consolidate and document lessons learned, outcomes achieved, and pending issues, producing a comprehensive Nodes Closure Package that secures institutional memory and provides continuity for future reference.
- Ensure that any outstanding commitments or dependencies are clearly identified and communicated to relevant stakeholders, minimizing risks of discontinuity.

2. Support to Planning, Results and Reporting

- Provide leadership in consolidating inputs for year-end reporting across OOI and the hubs, ensuring alignment with UNICEF's corporate requirements and timelines.
- Coordinate preparation of the 2026 Annual Management Plan (AMP) and Annual Resource Plan (ARP), engaging with GPD/ ICTD and OOI leadership to validate assumptions, cost lines, and priorities, and ensure consistency with organizational planning frameworks.
- Offer technical guidance to colleagues on planning and reporting processes, supporting quality control and adherence to RAM standards.
- Ensure linkages with monitoring and evaluation processes, maintaining alignment between reporting outputs and ongoing organizational performance frameworks.
- Produce concise, high-quality briefing and decision-support materials for OOI leadership to inform resource discussions and senior management engagement.

3. Transition Coordination

- Provide supervisory oversight to the Planning Officer and if needed, relevant consultants engaged during the transition period, ensuring effective tasking, quality of outputs, and integration of their work into the overall planning and reporting deliverables.
- Design and manage a structured handover plan for the transfer of planning, reporting, and RAM structures to GPD/ICTD and receiving teams, including clear timelines, responsibilities, and milestones.
- Facilitate coordination with multiple stakeholders to ensure clarity on ownership of responsibilities, smooth information flow, and resolution of emerging issues.
- Track progress of the transition and prepare periodic updates for OOI leadership and GPD/ICTD counterparts, ensuring that risks are flagged and addressed in a timely manner.
- Support receiving teams in understanding OOI's historical processes and outputs to ensure that functions are embedded effectively.

IV. Impact of Results (*Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

The efficiency and efficacy of the incumbent will have a direct and critical impact on the ability of OOI to meet their reporting obligations and sustain credibility with senior management and partners during the transition period. By ensuring that Innovation Nodes activities are properly closed and documented, the Senior Adviser safeguards institutional knowledge and prevents the loss of valuable insights. By consolidating year-end reporting and coordinating the development of the 2026 resources plan, the incumbent will ensure that UNICEF's innovation work remains accountable and strategically resourced. Finally, by leading a structured handover of planning, reporting, and RAM functions, the role will significantly reduce risks of disruption, misalignment, or duplication, strengthening UNICEF's overall capacity to deliver results for children.

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- 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

- Expertise in programme planning, results-based management, and reporting within UNICEF or comparable international organizations.
- Strong ability to coordinate across multiple stakeholders, balancing priorities and deadlines.
- Excellent analytical and synthesis skills, with capacity to prepare high-quality reports, closure notes, and planning documents.
- Ability to manage complex transition processes with clarity, structure, and stakeholder engagement.

VI. Recruitment Qualifications	
Education:	Advanced university degree in international development, public administration, economics, business, or another relevant field.
Experience:	• At least 10 years of progressively responsible professional experience in programme planning, monitoring, and related functions at international level. • Demonstrated experience with UNICEF 's planning, reporting, and RAM systems is essential. • Experience in managing organizational transitions, restructuring processes, or large-scale coordination assignments is highly desirable. • Familiarity with innovation-related portfolios and cross-sectoral planning approaches is an asset. ….
Language Requirements:	Fluency in English (verbal and written) is required. Knowledge of an additional UN Language (Arabic, Chinese, French, Russian, Spanish) is considered an asset.