

SPECIFIC JOB DESCRIPTION

I. Post Information	
<p>POST NUMBER/ CASE NUMBER: 136537 POST/CASE NUMBER OF SUPERVISOR: Henrietta Ridley REASON FOR CLASSIFICATION: New post REGION/DIVISION: Digital Impact Division COUNTRY: Spain DUTY STATION: Valencia OFFICE: Digital Core SECTION: Strategic Enablers UNIT:</p>	<p>CATEGORY: International Professional PROPOSED LEVEL: P4 JOB TITLE: Digital Impact Manager (AI Risk & Governance) Functional Code: ICSC CCOG Code:</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 realising 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> <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.</p> <p>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.</p>

The **Strategic Enablers** pillar is a core element of UNICEF's Digital Impact Strategy 2026–2029, acting as the structural backbone of the division. This pillar brings together key enablers—**People & Culture, Communications, Operations and Artificial Intelligence**—to create an integrated ecosystem for sustainable digital impact. Together, these enablers anticipate trends, foster innovation, and ensure UNICEF can deliver inclusive, future-ready digital solutions that advance child rights globally.

UNICEF is undertaking the Data Transformation -Enabling Global AI (DT&AI) initiative, a two-year foundational investment to ensure the organization becomes data-enabled and AI-ready. This includes building robust data & AI governance, scalable architecture and platforms, and organization-wide capacity.

The Global AI Hub, established in 2025, operationalizes UNICEF's AI Strategy by enabling safe, responsible, inclusive, and scalable AI adoption.

Scaling AI responsibly across 190+ offices require a strong internal governance function to manage risks, ensure compliance, and equip UNICEF teams with guardrails and oversight mechanisms that protect children, staff, partners, and data.

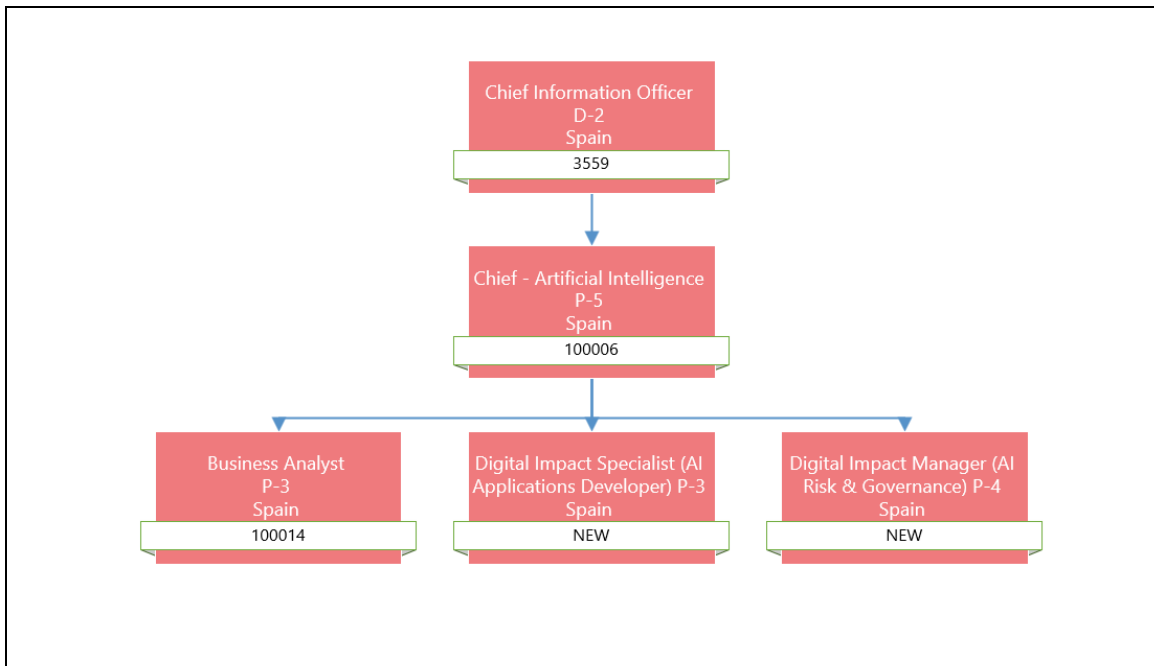
The AI Risk & Governance Lead will be the central steward of these safeguards.

The AI Risk & Governance Lead sits at the center of UNICEF's Data Transformation & Global AI Hub initiative, working across DAPM, DID, ROs, and COs. This role ensures UNICEF can safely scale AI innovations while protecting children's rights, reducing organizational risk, enabling faster delivery of AI-enabled use cases, and embedding responsible practices across the organization.

Purpose for the job:

The AI Risk & Governance Lead is responsible for developing, operationalizing, and continuously improving UNICEF's AI governance framework, ensuring that all AI systems deployed across the organization are ethical, safe, transparent, privacy-preserving, and aligned with child-rights principles.

This role leads the risk management pillar of the Global AI Hub, partnering with DAPM, DID, Programme Divisions, Regional and Country Offices to ensure AI initiatives meet internal standards, comply with global regulatory trends, and integrate organizational values into design and deployment.



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

1. Lead UNICEF's AI Governance Framework

- Develop and maintain UNICEF's AI Governance Framework, aligned with the Data Governance Framework, including policies, required procedures, and organizational roles.
- Establish and manage governance structures such as the AI Strategic Council, review boards, and risk oversight committees.
- Ensure governance reflects UNICEF's decentralized nature while maintaining enterprise standards.
- Define and continuously refine UNICEF-wide guardrails for AI use, ensuring alignment with the AI Strategy and emerging regulatory practices.

2. Risk Identification, Assessment & Mitigation

- Develop standards and instruments for AI risk assessments, including model evaluation, ethics reviews, data readiness checks, and child-rights impact assessments.
- Oversee evaluation of risks including algorithmic bias, fairness, explainability, privacy, security, human oversight requirements, cultural and linguistic appropriateness, and operational sustainability as highlighted in the Business Case.
- Assess compliance with UNICEF Data Protection Policies, enterprise data governance requirements, and evolving global AI regulations.
- Maintain a central registry of AI systems, risks, and mitigation actions.

3. Establish Safety, Security & Quality Assurance Standards

- Define and enforce standardized evaluation and testing protocols for AI systems, as outlined under prioritized DT&AI requirements.
- Operationalize guardrails for:
 - model lifecycle management
 - system monitoring and drift detection
 - prompt and model evaluation
 - incident response
 - continuous quality validation
- Develop and maintain UNICEF's AI Testing & Evaluation Toolkit.

4. Governance Support to Architecture & Platforms

- Partner with DID and the Global AI Hub technical team to ensure governance is embedded into UNICEF's Multi-Plane Data Architecture, AI Sandbox, AI Portal, and Knowledge Hub.
- Contribute to requirement-setting for platform-level guardrails: access management, audit logging, secure development practices, evaluability, model versioning, and explainability tooling.
- Ensure data used by AI systems meets governance standards for quality, protection, discoverability, and readiness for AI.

5. Advisory & Oversight Across UNICEF

- Serve as UNICEF's senior advisor on AI ethics, governance, compliance, and risk across HQ divisions, ROs, COs, and external partners.
- Provide oversight and guidance on high-stakes or sensitive AI deployments.
- Review and approve AI pilots and enterprise use cases, ensuring alignment with DT&AI principles.

6. Capacity Development & Culture Change

- Develop and deliver role-based learning content on AI governance, ethics, and risk management, aligned with the DT&AI capacity building workstream.
- Train AI Champions, Data Stewards, and technical teams on responsible AI practices.
- Support change management and contribute to creating a culture of responsible innovation.

7. Monitoring, Reporting & Continuous Improvement

- Define KPIs and dashboards to monitor governance performance, platform adoption, and risk indicators.
- Track governance effectiveness and compliance across the organization.
- Produce evidence to inform long-term investment in AI governance beyond the initial two-year DT&AI period.

IV. Impact of Results

- UNICEF-wide AI Governance Framework published and implemented
- AI Risk Assessment Methodology and toolkit (human rights, ethics, safety, compliance)
- Enterprise-level AI System Registry
- Operational guardrails embedded in:
 - AI Portal
 - AI Sandbox
 - Knowledge Hub
- AI evaluation and testing pipeline for pilots and scale deployments
- Governance KPIs, dashboards, and reporting mechanisms
- Training modules for responsible AI embedded in UNICEF role-based learning pathways
- Child-rights-aligned standards for AI use published and adopted.

VI. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

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

ii) Core Competencies for Staff without Supervisory Responsibilities

- 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:	Advanced university degree in computer science, data science, public policy, ethics, law, information security or related field.
Experience:	<p>Minimum 8 years of experience in:</p> <ul style="list-style-type: none">• AI governance, responsible AI, algorithmic risk management or digital governance• Developing and enforcing governance or risk frameworks• Evaluating AI models and systems (technical and/or policy level)• Working in complex, decentralized organizations• Managing stakeholder engagement across technical and non-technical groups <p>Technical Skills</p> <ul style="list-style-type: none">• Expertise in AI ethics, governance, and regulatory landscapes• Strong understanding of machine learning systems, evaluation methods, and lifecycle risks• Familiarity with data governance, data protection, and cloud architectures• Knowledge of humanitarian or development contexts desirable <p>Competencies</p> <ul style="list-style-type: none">• Thought leadership in AI governance• Strong analytical and systems-thinking skills• Excellent communication and influence skills

	<ul style="list-style-type: none"> • Ability to navigate complex, multi-stakeholder environments • Commitment to child-rights and UNICEF values
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English required. • Knowledge of another UN language is an asset.

<p>VIII. Child Safeguarding</p> <p>(Please respond with Yes or No)</p>	
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