Classified Job Descriptions

Job Description Type: Specific Job Description
Category: IP (International Professionals)
Reason for Classification: Establishment of a new post
Level: P-3
Title: Planning Specialist
Region: HQ
Country: Sweden
Duty Station: Stockholm
Office: Office of Innovation
Section: DO/Strategic Planning
Unit: 
Case Number: 
Post Number: 
Classified Date: 6/5/2024

Organizational Context:
The fundamental mission of UNICEF is to promote the rights of every child at all times, focusing on equity and emphasizing the needs of the most disadvantaged and excluded children and families. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. The Office of Innovation (OOI) helps co-create the discovery, iteration, and scale of bold solutions and technologies to deliver for children today and set a new pace of social impact for coming generations. We do this in a collective movement with innovative minds globally, across industries and generations, including our UNICEF network of innovators across 190 countries.

This role is part of OOI's Strategic Planning and Innovation Nodes team. This P3 Planning Specialist (Post #O0124043) reports to the P-5 Senior Advisor Innovation (Nodes & HQ) (Post #1171610) and is an HQ divisional post based in Stockholm, Sweden. The incumbent has no supervisees, but collaborates closely with M&E functions located in a different OOI business unit.

Purpose of the Job:
Under the guidance of the supervisor, this position will focus on:

i) Contributing to the strategic planning function of the entire OOI, including identifying trends, analysis of issues and synthesizing insights to inform OOI prioritization, and supporting the office overall and its 10 individual teams to formulate, articulate, assess and iterate strategies and plans to drive focus, accountability, and effective and efficient management of resources to achieve results.

ii) Undertake programme planning, M&E, project management and coordination of collaboration agreement lifecycles for OOI Innovation Nodes, which are collaborations that illuminate, probe, reflect and generate novel ideas and research in new and unknown areas of potential innovation for children.

Key functions, accountabilities and related duties/tasks:

1. Strategic Planning

Under guidance of the supervisor, support environmental scanning, situation analysis and future-focused activities to inform the contextual knowledge within which OOI places its vision, mission and their implementation. This includes but is not limited to activities such
as supporting strategic reflection workshops, scenarios and forecasts; research, data
gathering and mapping of objectives, drivers and outcomes; undertaking quantitative and
qualitative analysis; and applying strong writing skills to produce insights, findings and
recommendations in multiple formats as required e.g. documents, presentations, graphics,
conceptual frameworks, talking points etc.

Together with other OOI Strategic Planning & Nodes team members and OOI M&E
colleagues, contribute to the development, management and quality assurance of
quadrennial, biennial and annual planning processes and products for both the OOI office
as a whole and by its component teams.

2. Guidance, Capacity Building & Communication

Interpret, translate and streamline planning guidance, requirements and processes in
innovation-relevant and OOI-appropriate manner to support innovation programme
effectiveness. Accompany this with guidance to OOI colleagues and effective
communication, sharing and discoverability of information.

Create and/or curate resources and learning opportunities to build the capacity of OOI
staff in programme planning, the effective and efficient management of resources to
achieve results, and planning processes and tools. E.g. orientations, 1-1 support, resource
guides.

Contribute to articulating a coherent OOI big picture across the 10 component OOI teams
that effectively explains accelerated, innovation-enabled outcomes for children (informed
by an OOI Theory of Change).

Effective communication and engagement for both UNICEF-wide and OOI-specific
audiences, including making use of the OOI Digital Workplace Transformation tools e.g.
Team Drive, Sharepoint.

3. Node Programme Planning

Provide support to the Innovation Nodes initiative at all stages of programming processes
and complying with organizational processes and management systems, to support
results-based planning (RBM), monitoring and evaluating results (capture data, prepare
case studies etc.)

Undertake regular timely and quality work adaptive planning for Nodes across various time
scales, capturing data on ongoing basis, and supporting timely internal and external
reporting.

Implement and maintain collaboration lifecycle including sending outreach, tracking,
preparing Node Collaboration Agreements, coordinating inputs from collaboration
partners, maintaining records.

Developing and maintaining a Node engagement calendar and database for engagement
activities and supporters; help coordinate engagement and amplification activities.

Identify opportunities, plan (calendar, database of supporters) and implement creative
engagement activities to share knowledge products with broad range of audience through
multiple channels to inspire action, inform decision making and amplify the value of Nodes,
including help to maintain Node alumni network.

The position’s actions affect OOI’s capacity to accelerate measurable results for children
through innovation and influencing the external context to create an enabling environment
for others to innovate with and for children by:

Contributing directly to the achievement of OOI Output 1.6, to provide effective and risk-
inform planning and related oversight for OOI.
Supporting informed, anticipatory and adaptive OOI management decision making and enhances programme effectiveness.

Strengthening planning, implementation and progress monitoring of Innovation Nodes.

No

No

No

The selected candidate for this position will be required to engage with vulnerable children:

Competencies and level of proficiency required:

Core Values:
Care
Respect
Integrity
Trust
Accountability
Sustainability

Core Competencies:
Demonstrates self-awareness and ethical awareness (1)
Works collaboratively with others (1)
Builds and maintains partnership (1)
Innovates and embraces change (1)
Thinks and acts strategically (1)
Drive to achieve results for impact (1)
Manages ambiguity and complexity (1)

Recruitment Qualifications:

Education requirements: Advanced university degree (Master's or higher) in social sciences, Business, International Relations, Public Administration or other related field of study.

Experience required: A minimum of five years of relevant experience at the national and/or international levels in programme management, planning and monitoring, in a related field.

Experience working in strategy, planning, programme management, and/or enterprise project management is desired.

Previous work experience with UNICEF and/or an international organization is an advantage.

Background/familiarity with global stakeholder coordination is an added value.

Language knowledge: Excellent written English skills are required; with high fluency in reading and oral skills. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.