



## UNITED NATIONS CHILDREN'S FUND JOB PROFILE

### I. Post Information

Job Title: **Business Analyst (Project and Portfolio Management)**  
Supervisor Title/ Level: **Snr ICT Advisor, 106557**  
Organizational Unit: **ICTD**  
Post Location: **Valencia, Spain**

Job Level: **P3**  
Job Profile No.: **18678**  
CCOG Code:  
Functional Code:  
Job Classification Level: **P3**

### II. Organizational 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 strategic mission of ICTD is to transform and build partnerships with our stakeholders to successfully implement UNICEF programmes globally using innovative, technology-enabled solutions for better outcomes for children.

The Strategy, Risk Management and Governance (SRG) section is responsible to ensure global ICT/ digital technology management support and governance by developing and maintaining a strategic ICT/ digital technology plan including an Enterprise Architecture, support the key ICT/ digital technology governance instruments and boards, and manage the ICT/digital technology project portfolio and project plans through a federated portfolio management system and ensure change management.

#### **Purpose for the job**

Under the supervision of the Senior ICT Advisor, the ICT Analyst will assist in the execution of digitally enabled Program and Project Portfolio Management to ensure that digital projects, products and services align with relevant standards, processes and strategies. Under the

guidance of the ICT Advisor, the incumbent will work to maximize the potential for the adoption and embedding of the digital transformation programme of work including but not limited to information management activities in collaboration with different parts of UNICEF as well as assist with annual strategic planning and preparation processes and statutory reporting.

**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)*

**Summary of key functions/accountabilities:**

- 1. Guidelines and strategy development**
- 2. Advocacy**
- 3. Technical assistance and capacity building**
- 4. Research and analysis**
- 5. Project, programme and portfolio management (PPM)**

**1. Guidelines and strategy development**

- a. Assist in developing guidelines and strategies for the adoption and embedding of the digital transformation programme of work for HQ, RO and CO offices across UNICEF while ensuring good governance and adherence to standards, policies, procedures and guidelines.

**2. Advocacy**

- a. Assist with carrying out change management activities incl frequent communication to stakeholders about changes brought about or needed for digital transformation as well as impacts of these changes and advocacy regarding disruption and achieving desired results from digitally-enabled initiatives that are triggered/enabled by technology.
- b. Identify and raise awareness among potential partners, support resource mobilization.
- c. Support digital transformation related communities of practice where relevant.

**3. Technical assistance and capacity building**

- a. Knowledge management and capacity building support for digital transformation.
- b. Provide support and technical assistance for different parts of UNICEF to identify and assess opportunities to integrate digital transformation in everyday practice.
- c. Plan, coordinate and organize cross-sectoral digital transformation meetings, workshops and training events to address specific needs and capacity gaps identified

**4. Research and analysis**

- a. Collect data, undertake analysis and prepare reports on existing initiatives and solutions; capture lessons learnt from various programmes; and share available resources. Disseminate information and learnings.
- b. Generate status and progress reports for the digital technology portfolio and for the digital transformation programme of work.
- c. Support the Senior ICT Advisor / Chief, PMO in end-of year reporting requirements and assist the ICT Division in the strategic planning processes

including: Office Management plans, Annual Reports, Risk Management Reports, Audit report, Analytics, Research and Performance reporting.

**5. Project, programme and portfolio management (PPM)**

- a. Carry out the assigned activities associated with ICT Project Portfolio Management. Assist with business case reviews and advise on Project Management best practices. Review and validate the ROI (Return on investment) and earned value of digital/ICT investments.
- b. Liaise with business owners to ensure that the execution of projects align with the objectives of the project/initiative, and are managed and reported to the ICTD PMO as per executive quality standards.
- c. Ensure consistent and accurate records keeping of all ICT/digital technology Policies, procedures, standards and guidelines, including performing as focal point with the corporate regulatory framework group.

Any other tasks as assigned by supervisor

**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)*

Decisions relate to the implementation, and administration of effective and efficient ICT Portfolio Management that will allow system and project support groups to complete projects in a standard way, minimizing risks of cost overruns. These decisions involve the analyses of projects following policies, standards and methodologies. Also, the incumbent advises the business owners and project managers on best practices and ensures they are adhered to. The incumbent also contributes to the execution of UNICEF's digital transformation agenda for which the convening division is ICTD.

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

<p><b><u>Core Values</u></b></p> <ul style="list-style-type: none"> <li>• Care</li> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Accountability</li> <li>• Sustainability</li> </ul> <p><b><u>Core competencies</u></b></p> <ul style="list-style-type: none"> <li>• Builds and maintains partnerships</li> <li>• Demonstrates self-awareness and ethical awareness</li> <li>• Drive to achieve results for impact</li> <li>• Innovates and embraces change</li> <li>• Manages ambiguity and complexity</li> <li>• Thinks and acts strategically</li> <li>• Works collaboratively with others</li> </ul>	<p><b><u>Functional Competencies:</u></b></p> <ul style="list-style-type: none"> <li>▪ Analyzing [II];</li> <li>▪ Applying Technical Expertise [II];</li> <li>▪ Formulating Strategies and Concepts [I];</li> <li>▪ Planning and Organizing [I];</li> </ul>
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<b>VI. Recruitment Qualifications</b>	
<p>Education:</p>	<p>Advanced university degree in Business Administration, Public administration, social sciences, information science, technology, or related field is required.</p> <p>A first University Degree (Bachelor's Degree or equivalent) in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an advanced university degree.</p> <p>Training in project management methodology such as PMI PMP, Prince 2 and training COBIT, IT audit frameworks and Business Analysis or similar is an asset</p>
<p>Experience:</p>	<p>5 years of professional work experience in either</p> <ul style="list-style-type: none"> <li>○ designing and implementing solutions for large-scale projects with technical components or</li> <li>○ in information systems management, results-based work planning and /or</li> <li>○ ICT/digital policy development is required.</li> </ul> <p>Required Skills:</p> <ul style="list-style-type: none"> <li>• Strong skills in business analysis and knowledge management</li> <li>• Experience in supporting and coordinating project activities across a large organization and with other international partner organizations</li> <li>• Knowledge of use of technology in development and humanitarian contexts.</li> </ul>

	<p>Desirable skills:</p> <ul style="list-style-type: none"> <li>• Understanding of international development issues is desirable.</li> <li>• Knowledge of UNICEF's ICT/digital technology landscape is an advantage</li> </ul> <p>Work experience in ICT projects and portfolio management or information Systems management is desirable</p>
Language Requirements:	Fluency in English is required and working knowledge of another UN official language is desirable.

<b>VII. Signatures- Job Description Certification</b>		
Name:	Signature	Date
Title:		
Name:	Signature	Date
Title:		