



## JOB PROFILE

### I. Post Information

Job Title: Senior Adviser (Portfolio, Culture and Scale)  
Supervisor Title/ Level: Director, Office of Innovation  
Organizational Unit: PCS  
Post Location: Stockholm

Job Level: P5 Temporary Appointment  
(6 months)  
Job Profile No.:  
Job Classification Level:

### II. Strategic context and purpose for the job

#### **For every child, success...**

The Office of Innovation (Ooi) works to catalyse UNICEF's and all its partners' expertise and resources against key children-outcomes bottlenecks to continuously ideate and scale the most effective solutions with transformational potential at scale to achieve the child-related SDGs.

The office is doing this by continuously exploring new ways of accelerating results for children, investing across a range of early-stage solutions, harnessing internal and external expertise towards continuously iterating and finetuning the most promising solutions for children through a systematic portfolio management approach, and leveraging all stakeholders' innovation energy, knowhow and resources from intergovernmental, multilateral, private sector and non-governmental fora.

**Purpose of the job:** The Senior Adviser (Portfolio, Culture and Scale) is the Office of Innovation Lead for global approaches to innovation, world-class practice and performance management for innovation governance, UNICEF priorities for innovation, the innovation pipeline, and principles, standards and performance across Innovation. S/he takes actions to nurture and strengthen a culture of innovation across UNICEF, and especially to build the capacities across staff and partners to innovate more effectively and widely with and for children. The role of temporary assignment is cover for the medium-term absence of the incumbent Senior Advisor.

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

Under the guidance of the Director and in close collaboration with Office of Innovation hubs and teams the TA is responsible for:

1. Setting UNICEF's global standards and oversight on how to build, source, curate, invest in and successfully scale up smart, world class portfolios of innovation solutions and act as custodian of the innovation pipeline and its phases.
2. Responsible for overall global innovation governance and its mechanisms.
3. Performance management including creation, refinement, monitoring, corrective action, and reporting for portfolio-related KPIs from the UNICEF global strategic plan (H6.1), to OOI OMP PCS, innovation Hub and portfolios.

4. Design, implement and iterate mechanisms of collaboration, convergence, coordination and rapid sharing and learning across Global Innovation Hubs and Portfolios to avoid fragmentation and silos.
5. Provide thought leadership on the above aspects of innovation practice.
6. Business owner and steward of innovation knowledge management platforms.
7. Manage evidence generation and relevant frameworks for portfolio management at country, regional and global levels.
8. Build UNICEF's culture and organisational capacity to innovate and to adapt, absorb and scale new innovations.

**Key functions, accountabilities and related duties/tasks:**

- a. Setting UNICEF's global standards and oversight on how to build, source, curate, invest in and successfully scale up smart, world class portfolios of innovation solutions.
- b. In close collaboration with portfolio managers and Hubs leads, custodian of the innovation pipeline in terms of defining the journey from pilot to acceleration to scale, including stage gates (the innovation maturity model), criteria and processes for exit and entry at multiple points. Develop the guidance, resources and learning and its widespread application.
- c. Responsible for developing the UNICEF OOI service design offering to support country offices.
- d. Responsible for overall global innovation governance, specifically the Innovation Steering Committee (ISC) and the Global Innovation Board.
- e. Lead prioritization with programme group to determine focus of resources on solving global problems for children.
- f. In close collaboration with portfolio managers and Hubs leads Creation, refinement, monitoring and corrective actions, and reporting against all Portfolio-related KPIs. This includes H6.1 in the UNICEF Strategic Plan 2022-2025, OOI OMP PCS KPIs and RAM.
- g. Develop and have oversight across innovation Hubs and portfolios of the consistent application of common principles, standards and their performance against key KPIs. Develop Hub and Portfolio KPIs that resonate across their diversity.
- h. Design, implement and iterate mechanisms of collaboration across Global Innovation Hubs and Portfolios. Ensuring convergence and strong coordination across the thematic and geographically distributed innovation hubs. This includes all hubs using common portfolio management practices and enabling knowledge and best practice sharing to support continuous improvement. Cultivate a healthy culture that facilitates rapid and agile cross-Hub learning, openness, sharing, and cohesion around common principles and standards, and act to avoid siloing of hubs. Direct management of innovation portfolios that do not have dedicated Hubs, which report to this position.
- i. Provide leadership for thought leadership on the above aspects of innovation practice.
- j. Business owner and steward of knowledge management platforms for innovation and including product selection, adaptation, maintenance and sustainability, together with ICTD.
- k. Lead the continuous learning, development and deployment of the COMPASS Innovation Strategy and Culture practice in support of country offices.
- l. Oversee and continuously improve process and oversight for major funding into portfolios and portfolio solutions.
- m. Oversee the global innovation incubators within UNICEF to support evidence-based solutions reach scale.
- n. Manage evidence generation around innovation portfolios and related areas by developing and implementing a strategy (in partnership with the hubs and across all innovation portfolios) around learning and evidence generation to support implementation and subsequent scale up of innovations.
- o. Building UNICEF's culture and organisational capacity to innovate and to absorb new innovations. Design and implement actions to nurture and strengthen a culture of innovation across UNICEF, and especially to build the capacities across staff and partners to innovate more effectively and widely with and for children. Develop and

deliver an organization-wide innovation capacity building strategy working in partnership with HQ divisions, the innovation hubs, and Regional Offices.

#### **IV. Impact of Results**

Better equip UNICEF country offices to drive impact from innovation within programmes specifically impacting over 1 million children in line with UNICEF Strategic Plan Goal H6.1

#### **V. Competencies and level of proficiency required**

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability underpin everything we do and how we do it. Our Values Charter: <https://uni.cf/UNICEFValues>  
View our competency framework at [http://www.unicef.org/about/employ/files/UNICEF\\_Competencies.pdf](http://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf)

##### **Core Values attributes**

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

##### **Core competencies skills**

- Nurtures, Leads and Manages People (3)
- Demonstrates Self Awareness and Ethical Awareness (3)
- Works Collaboratively with others (3)
- Builds and Maintains Partnerships (3)
- Innovates and Embraces Change (3)
- Thinks and Acts Strategically (3)
- Drives to achieve impactful results (3)
- Manages ambiguity and complexity (3)

#### **VI. Recruitment Qualifications**

Education:	An advanced university degree (master's or higher) in Social Sciences, Humanities, International Relations, Economics, Business or another relevant field. Experience in innovation strategy or related disciplines preferred.
Experience:	<ul style="list-style-type: none"><li>• A minimum of 10 years of professional work experience in a relevant field, such as international development, innovation, social innovation or entrepreneurship.</li><li>• A minimum of 3 years of experience in leading innovation projects/programmes in the child rights context</li><li>• Experience working in a global leadership role within innovation in a UN agency required to hit the ground running.</li><li>• Experience in project management and coordination of global innovation projects within the UN desirable.</li><li>• Experience in building and maintaining a network of innovation stakeholders.</li><li>• Experience in working with multiple countries and with multiple stakeholders.</li><li>• Evidenced experience in fundraising for entrepreneurship and skills-building programmes.</li><li>• Knowledge and experience of working with emerging technologies (e.g., AI, blockchain, IoT) and their potential applications in development contexts.</li><li>• Understanding of ethical considerations in innovation, especially related to data privacy and child protection in development contexts.</li></ul>

Language Requirements:	Fluency in English is required. Knowledge of another UN language is highly desirable.
------------------------	---