



## JOB PROFILE

### I. Post Information

Job Title: Partnership and Events Innovation Specialist (Temporary Appointment)  
Supervisor Title/ Level: Manager Innovation, Partnership & Res-Mobilization, P4  
Organizational Unit: Office of Innovation  
Post Location: Stockholm, Sweden

Job Level: P3  
Job Profile No.:  
Job Classification Level:

### II. Strategic office 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 influence, 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. There is growing evidence that investing in equitable health, education, and protection of not only will give all children the opportunity to fulfill their potential, but also will lead to sustained growth and stability of countries. Therefore, 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.

The **Office of Innovation** is a creative, interactive, and agile team in UNICEF. We sit at a unique intersection, where an organization that works on huge global issues meets the ambition of being a public sector innovation leader.

UNICEF's Office of Innovation does this in co-creation with other UNICEF business units and partners to:

- Connect with the youth generation as co-shapers, designers, and doers for social change in their communities as well as for setting a pace of change for generations of children to come.
- Provoke change for children through an entrepreneurial approach to harness rapidly moving innovations- including digital and tech- and iterate toward application at scale to serve the needs of all children.
- Create partnership modalities that leverage core business values and influence across a diversity of public and private sectors to be a collective power to deliver fast, and lasting results for children.

[Purpose for the job](#)

We are seeking an experienced **Innovation Specialist** to facilitate & foster partner management via public affairs & influence. The Specialist will report to the Manager Innovation, Partnership & Res-Mobilization, P4 and alongside with a P3 Innovation Communication Specialist) will co-develop and deliver an annual OOI global key moments strategy, calendar, and plan, with public engagement events and other visibility activities. The Specialist is responsible for project management of multiple, diverse, and overlapping events and activities, with strategic engagement of the OOI's diverse partners and stakeholder groups. The Specialist will provide strategic guidance and expertise throughout the event/activity lifecycle (planning, implementation, post-learning) as they successfully deliver internal and external engagements. *The Office of Innovation is a dynamic and innovation forward work environment – successful candidates for the External Engagement Specialist role will shine and thrive in such an environment.*

Overall, this position will:

- Co-develop and deliver an annual OOI key moments strategy, calendar and plan with event management and coordination details.
- Facilitate and coordinate strategy, calendar, and planning across all OOI teams, as well as other UNICEF business units (e.g., PPD, PFP and GCA).
- Project manage all aspects of event and activity coordination including but not limited to partner engagement and protocol, venue arrangements, guest lists, and logistics planning.
- Facilitate and coordinate engagement events and activity in matrix management with the P3 Comms Specialist and the overall OOI Partnerships and Communication (P&C) team workplan and related reference documents.
- Provide strategic input, e.g., partner relationship intel and talking points, toward the development of content for event and activity communications and promotion.
- Produce post-event and activity summary reports for iterative learning and sharing with key internal and external stakeholders.
- Report to the OOI Partnership Manager (P4).
- Other duties related to OOI P&C strategic public affairs and influence priorities.

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

**EXTERNAL EVENT/ENGAGEMENT STRATEGY & MANAGEMENT:** The strategy and subsequent work plan creatively target internal and external stakeholder audiences and will align with the 2023-2024 OOI Key Moments Calendar.

- **Develop and implement an external event/engagement strategy to include companion budget, management, and coordination plans.**
- Key accountabilities and related duties/tasks:
  - Facilitate plan implementation, coordination across OOI teams and other UNICEF business units.
  - Project manage all aspects of event coordination including but not limited to venue arrangements, guest lists, logistics planning, stakeholder protocol and engagement.
  - Plan and monitor event/engagement budgetary resources; approve and monitor overall allocation and disbursement, liquidation of funds. Take appropriate actions to optimize use of funds.

- Effectively mitigate and manage risks related to information sharing (internal, external), as well as reputational risks and crisis management which may have a negative impact on private or public sector fundraising, partnership management & cultivation and other relevant activities.

**PARTNERSHIP AND RESOURCE MOBILIZATION SUPPORT:** New and existing partnership/stakeholder management are supported through an effective and creative engagement strategy and engagement activities are implemented in collaboration with the Partnership & Communications team. Strong team player as part of the broader Partnership and Communications (P&C) team and overall OOI.

- **Contribute to the development, delivery of communications components linked to OOI events/engagements.**
- Key accountabilities and related duties/tasks:
  - Ensure UNICEF values, priorities are appropriately reflected in external engagement strategy, events, and activities.
  - Monitor key metrics and deliver recommendations to improve engagement reach, impact.
  - Facilitate and lead engagement event coordination through a collaborative partnership with the P3 Communications Specialist, the OOI P&C team, OOI teams/units, and other business units.
  - Strengthen UNICEF's Business to Business (B2B) brand and reputation as a partner of choice through bespoke and co-created event/engagement planning.

**ALIGNING GLOBAL PRIORITIES AND ENGAGEMENT EVENTS & ACTIVITIES:** OOI has an effective process in place for influencing, integrating, and acting on UNICEF's global engagement priorities and partnerships.

- **Facilitate and coordinate engagement events and activities.**
- Key accountabilities and related duties/tasks:
  - Effective and efficient management of engagement event plans and financial resources (budget planning, management, and monitoring) for optimal impact.
  - Ensure engagement events support the OOI Communications Plan, across the OOI partnership matrix, and align with (internal, external) teams to achieve deliverables linked to OOI 2023 key moments.
  - Plan and lead pre-event networking opportunities, liaise between stakeholder partners & teams.
  - Ensure regular communication and co-coordination with the P3 Communications Specialist, the P&C team, and stakeholders (internal, external).
  - Collaboration with the P3 Communications Specialist represents a cornerstone of the Innovation Specialist role.

**MONITORING AND EVALUATION:** Robust baselines are established against which the achievement of objectives of the event/engagement strategy are regularly analyzed to continuously improve and adapt real-time the effectiveness of event/engagement strategy and activities.

- **Post-event/-engagement activities, learnings.**
- Key accountabilities and related duties/tasks:
  - Produce post-event/-engagement summaries, reports for internal and external stakeholders, to include lessons learned, attendance metrics, and post-event evaluations.
  - Share observations, insights so that best practices benefit UNICEF's event/engagement work.

- Conduct timely and accurate monitoring & evaluation assessments to ensure the external engagement strategy supports the OOI Communications Plan and deliverables linked to the OOI 2023 key moments.
- Share post-event/-engagement findings with internal, external stakeholders.

**NETWORKING AND PARTNERSHIPS - EXTERNAL PARTNER & STAKEHOLDER MANAGEMENT & OPPORTUNITIES:** The OOI has a well maintained and continually developed contact list of internal and external individuals, groups, and fora whose support is essential to/can assist in achieving the external engagement objectives.

- **External partner and stakeholder management.**
- Key accountabilities and related duties/tasks:
  - Develop and maintain a catalogue of external partners/stakeholders, in support of public engagement and communications, to include companion partner/stakeholder profile summaries, talking points.
  - Proactively establish, document, review and refine the process of working collaboratively with partners (internal, external).
  - Identify opportunities to strengthen relationships with partners via event/engagement related capacity development activities – appropriate training, access to information, process, and systems, and through knowledge sharing.
  - Monitor, evaluate and share partner/stakeholder intel & insights with P3 Communications Specialist, the P&C team, OOI and other UNICEF units in support partner/stakeholder engagement strategies. Collaboration with the P3 Communications Specialist represents a cornerstone of the Innovation Specialist role.
- **Explore and secure strategic technical partnerships in support of OOI priorities.**
- Key accountabilities and related duties/tasks:
  - Research and establish partnerships, collaborations in support of OOI portfolio strategic priorities.

**CAPACITY BUILDING AND SUPPORT:** The OOI and broader UNICEF teams are provided with professional expertise and advice on all aspects of event/engagement strategy as required.

- Key accountabilities and related duties/tasks:
  - Advise OOI management and colleagues, and other UNICEF staff on event/engagement strategy, implications, and opportunities for collective action.
  - Identify opportunities to strengthen the capacity and relationships with partners through appropriate capacity development opportunities.

#### IV. Impact of Results

The key results of this position contribute to the achievement of the expected outcome for the Office of Innovation of “accelerating results for children through innovation and influencing the external context to create an enabling environment for others to innovate for children”. This role will specifically provide support to achieve the output of partner management, public affairs and influence that show great potential to positively impact children.

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

<p><b><u>Core Values attributes</u></b></p> <ul style="list-style-type: none"> <li>● Care</li> <li>● Respect</li> <li>● Integrity</li> <li>● Trust</li> <li>● Accountability</li> </ul>	<p><b><u>Competencies</u></b></p> <p>The key competencies required for this post are:</p> <ul style="list-style-type: none"> <li>● Builds and Maintains Partnerships - Lv 2</li> <li>● Innovates and Embraces Change - Lv 2</li> <li>● Thinks and Acts Strategically – Lv 2</li> <li>● Manages Ambiguity and Complexity – Lv 2</li> <li>● Works Collaboratively with Others – Lv 2</li> </ul>
---	---

<b>VI. Recruitment Qualifications</b>	
<p>Education:</p>	<ul style="list-style-type: none"> <li>● Advanced degree in relevant field such as: social sciences, communication, public relations, business administration and management.</li> </ul>
<p>Experience:</p>	<ul style="list-style-type: none"> <li>● At least 5 years of progressively responsible professional work experience in a relevant field. <ul style="list-style-type: none"> <li>○ A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.</li> </ul> </li> <li>● Project management skills including task prioritization, budget monitoring, and results-driven strategies. <ul style="list-style-type: none"> <li>○ You are the most organized person we've ever met. You have your own tested set of tools to track tasks and make sure that things are delivered on time by people both under and above you, in the chain of command.</li> </ul> </li> <li>● Demonstrates a solution-focused approach to overcoming the challenges of working with multiple stakeholders and can find shared and mutual outcomes. <ul style="list-style-type: none"> <li>○ Makes decisions within agreed parameters and is accountable for own actions.</li> </ul> </li> <li>● Experience of working with the public and private sector on public relations and shared-value partnerships, including, mapping of shared interests and influence networks, special events management, communications, and high-level public engagement, and or global profile-raising activities. <ul style="list-style-type: none"> <li>○ Experience with events and activities big and small across the partnership lifecycle – from ideation, writing concept notes, designing agendas, identifying event milestones &amp;</li> </ul> </li> </ul>

	<p>deadlines, to directing and overseeing coordination leading up to and throughout an event and activity.</p> <ul style="list-style-type: none"><li>● Highly skilled in capturing and effectively communicating post-event learnings, insights with internal teams &amp; external partners.</li><li>● Excellent written and verbal communication skills.<ul style="list-style-type: none"><li>○ Your writing is strong. You're a client service person.</li><li>○ You know when to choose between informal or courteous tone to get the result you need.</li><li>○ You understand the multiple communication channels available to deploy, including engagement with other UNICEF colleagues and business units.</li></ul></li><li>● Ability to see the big picture and connect multiple impact story threads into one greater narrative.</li><li>● An understanding of innovation and digital technology, particularly with a tendency to future facing ideas and concepts.</li><li>● Capacity to prioritize and manage a diverse range of partners, stakeholders, projects, and activities.<ul style="list-style-type: none"><li>○ Ability to work with a diverse team of innovation professionals in a dynamic work environment and adapt to unforeseen changes.</li><li>○ Cool under chaos, highly adaptable to make sound and time-sensitive decisions independently under a significant workload.</li></ul></li><li>● Significant event and activity experience working from an innovation perspective with a digitalization slant.<ul style="list-style-type: none"><li>○ Solid understanding of the role digitalization, technology and innovation play in the development and humanitarian sectors, as well as within the UN system.</li></ul></li><li>● Knowledge of UNICEF Office of Innovation's key messaging and focus areas is an asset.<ul style="list-style-type: none"><li>○ Understanding of UNICEF Innovation operating environment and priority partners, stakeholders will be an asset.</li></ul></li><li>● Exceptional interpersonal skills.</li><li>● Elementary knowledge of and comfort with A/V.</li><li>● Experience working in the social impact space.</li><li>● Ability to quickly create reports/presentations using standard office software (Microsoft Office suite, Google docs, Keynote, etc.).</li><li>● Collaborative approach to working and willingness to share expertise, know-how and ideas with colleagues for best results.<ul style="list-style-type: none"><li>○ Proactively contributes ideas, approaches and insights that enable innovation.</li></ul></li><li>● Experience with conceptualizing and/or producing videos, direct mailings, websites, animations, invitations, webinars, etc. is a plus.</li></ul>
--	--

Language Requirements:	<ul style="list-style-type: none"><li data-bbox="643 189 1338 285">• Fluency in English. Competence in another UN language (Arabic, Chinese, French, Russian, Spanish) preferred.</li></ul>
------------------------	---