



Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	HQ
Category:	IP (International Professionals)	Country:	Sweden
Reason for Classification:	Establishment of a new post	Duty Station:	Stockholm
Level:	P-3	Office:	Office of Innovation
Title:	Planning Specialist	Section:	DO/Strategic Planning
Title Information in Parenthesis:		Unit:	
CCOG Code:	1A02f	Case Number:	
UNICEF Code:	RPM	Post Number:	
Classified by:	Zsofia Laurova	Classified Date:	6/5/2024

Organizational Context:	<p>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.</p> <p>This role is part of OOI's Strategic Planning and Innovation Nodes team. This P3 Planning Specialist (Post #OOI24043) reports to the P-5 Senior Advisor Innovation (Nodes & HQ) (Post #117610) 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.</p>
Purpose of the Job:	<p>Under the guidance of the supervisor, this position will focus on:</p> <p>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.</p> <p>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.</p>
Key functions, accountabilities and related duties/tasks:	<p>1. Strategic Planning</p> <p>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</p>

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.

Impact of Results:

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-informed 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.

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

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.

Attachments:

[DO_Strategic Planning.pdf](#)

[Head of Office approval_Planning Spec.pdf](#)

[OOI24043_JD_P3_Planning Specialist_Ool_Strategic Planning and Nodes Refined.pdf](#)

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