JOB PROFILE

I. Post Information

Job Title: Results and Knowledge Management Specialist Supervisor Title/ Level: Programme Specialist Innovation, P3 Organizational Unit: Office of Innovation (2819) 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 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.

The UNICEF Venture Fund has been specifically designed to finance early stage, open-source technology that can benefit children. The core motivation of the Innovation Fund is to identify "clusters" or portfolios of initiatives around emerging technology - so that UNICEF can both shape markets and also learn about and guide these technologies to benefit children. We invest in solutions that can impact the lives of the most vulnerable children. We find these solutions clustered around $100 billion industries in frontier technology spaces, such as: UAVs, virtual and augmented reality, artificial intelligence, nano-satellites, and human dynamics. With SD$35M (+ 2792 ETH + 8 BTC) raised to date, the Venture Fund is scaling its investment portfolio with the aim of investing in 20 start-ups every year and provides funding to CO-led projects. The current portfolio of companies consists of several cohorts developing and piloting solutions in virtual and augmented reality, data science and artificial intelligence, blockchain, UAVs, IoT, and in assistive technology.

Purpose for the job

Under the guidance of the Innovation Specialist, Venture Fund the Results and Knowledge Management Specialist will lead efforts to create, coordinate and compile knowledge products for the Venture Fund team, in close consultation with the Frontier Tech team. The goal is to capture results and learnings from frontier tech investments for the Fund for internal and external

audiences. In addition, the Results and KM Specialist will work on strengthening knowledge sharing within Office of Innovation, and package advocacy materials for external engagement.

Overall, this position will:
- Coordinate the review and implementation of the Fund's data and metrics framework including capturing of key results
- Support regular data analysis to inform Venture Fund Portfolio Management
- Build a network of and partnerships with investors and funders to connect portfolio companies to follow-on investors
- Focal Point for Venture Fund Alumni Portfolio Management
- Main responsible for Venture Fund related reporting (like the Annual Report) and focal point for communications to support OOI external engagement

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

Coordinate the review and implementation of the Fund's data and metrics framework including capturing of key results
- Review and adjust the Fund's data and metrics framework, including alignment with key standards such as the Digital Public Good (DPG) Alliance assessment criteria and process
- Put in place and manage data collection systems and platforms, including overseeing data gathering efforts by the team and consultants and managing relevant and feature development
- Update metrics based on data gathered and integrate with portfolio management strategy
- Oversee the work of the evidence generation mentor and ensure alignment with the Venture Fund's Results Framework
- Synthesize collected data and build systems to regularly share insights to inform Venture Fund's portfolio management and investment strategies
- Curate Venture Fund narratives generated from the metrics

Support regular data analysis to inform Venture Fund Portfolio Management
- Identify and put in place channels and structures for regular internal team knowledge capture and information sharing
- Review of data and experiences to capture real-time learnings around tech work for both internal and external audiences on an ongoing basis
- Coordinate portfolio investment reviews with frontier tech leads to capture briefs on general trends and opportunities
- Develop tools and advocacy materials based on the knowledge captured from opportunities, challenges and learnings generated from the Venture Fund
- Regularly prepare documentation on ongoing learnings from pilots and prototypes undertaken by internal explorations
- Recapture and summarize the Venture Fund work and evidence base for results in a particular tech area and programme sector

Build a network of and partnerships with investors and funders to connect portfolio companies to follow-on investors

- Supporting the developing of documents that can be used to pitch startup companies to follow-on investors; includes updating content, curating information and work with the partnership and design team
- Develop engagement deck with value proposition
- Develop relationships with possible partners and collaborators around the world that would benefit alumni companies, to strengthen Venture Fund newsletter outreach
- Propose partnership models with external funders that include revenue return/generation for the Venture Fund

Focal Point for Venture Fund Alumni Portfolio Management

- Build and nurture the community amongst the Venture Fund Investees (through webinars, Slack stand-ups, etc.)
- Periodic data collection through online forms and bi-annual check-ins with the alumni network
- Maintain and update internal documentation on companies, including metrics, impact, financing needs, etc.

Main responsible for Venture Fund related reporting (like the Annual Report) and focal point for communications to support OOI external engagement

- With guidance from the Innovation Manger, responsible for the coordination and publication process of the Venture Fund's Annual Donor Report, including structure and timeline setup, collection of metrics and narrative reports
- Coordinate the contributions of the Venture Fund to donor reporting and support the organization of donor meetings under the guidance of the Innovation Manager
- Implement and monitor a content strategy for the Venture Fund in coordination with the Communications team
- Coordinate, collect, and review any Fund content and communication opportunities
- Manage and create the Venture Fund's Quarterly Investor and Cohort Newsletter
- Publish articles bi-monthly on cohort companies, learnings from a technology cohort, and linkages to UNICEF wider Innovation work
- Support the Fund team, as well as startups in generating content on Fund activities; this would include internal channels such as ICON and Yammer, as well as extern communications materials such as blogs and social media assets

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 leadership to achieve the output of investment in early-stage solutions that show great potential to positively impact children.

The Venture Fund is the main modality through which UNICEF funds these early-stage open source technology solutions, to advance piloting before they are taken to scale. The Fund therefore helps to identify new technology solutions and builds internal and external capacity in this area.

V. Competencies and level of proficiency required

Core Values attributes	Competencies
● Care ● Respect ● Integrity ● Trust ● Accountability ● Sustainability	- Builds and maintains partnerships (1) - Drive to achieve results for impact (1) - Manages ambiguity and complexity (1) - Thinks and acts strategically (1) - Working collaboratively with others (1) - Innovates and embraces change (1) - Demonstrates self-awareness and ethical awareness (1)

VI. Recruitment Qualifications

Education:	● An advanced university degree (Master's or higher) in finance, economics, entrepreneurship, business administration or other relevant field.
Experience:	● A minimum of five years of progressively responsible professional work experience in relevant field. Seven years of experience in lieu of an advanced degree. ● Demonstrated management-level experience in knowledge management and generating real-time data dashboards for frontier technology solutions and in UNICEF programme regions required ● Demonstrated understanding of business models and investment environment that are particular to digital public goods and frontier technologies. ● Demonstrated experience in supporting complex projects. ● Demonstrated experience in collecting and managing data and information from various sources for portfolio and performance management and to inform investment strategy. ● Experience in developing communications, outreach and representation campaigns/efforts. ● Experience in coordinating teams to reach ambitious goals. ● Knowledge of entrepreneurial ecosystems and networks, especially in UNICEF programme countries required ● Strong written and verbal communication skills required, including external representation and presentations, facilitation of networks of communities ● Ability to synthesize technical information and translate it into accessible products and systems

	● Understanding of open source and frontier technologies, and their applications to UNICEF strategic priorities desired ● Knowledge of international development, technology for development and key challenges affecting children in developing countries desired ● A strong understanding of UNICEF programmes, goals and principles, and experience in a UNICF programme country desired ● Experience working in complex, resource poor contexts is a plus.
Language Requirements:	● Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.