



**UNICEF**  
**United Nations Children's Fund**

**Generic Job Profile**

**I. Post Information**

**Job Title:** T4D Specialist, NO-C  
**Supervisor Title/ Level:** Technology for Development Manager, P4  
**Organizational Unit:** Innovation and Digital Transformation Section  
**Post Location:** UNICEF Regional Office for South Asia, Kathmandu (Nepal)

**Job Level:** Level 3  
**Job Profile No:**  
**CCOG Code :**  
**Functional Code:** ICT4D  
**Job Classification Level:** Level 3

**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.

**Job organizational context:** The T4D Specialist will be based at the UNICEF Regional Office for South Asia (ROSA) in Kathmandu and will report to the Regional T4D Manager.

**Purpose for the job:** The purpose of this position is to coordinate and support the planning, implementation and progression of the digital transformation and innovation initiatives within the South Asia Region (SAR) in collaboration with Programme sections and cross-sectoral sections at the Regional Office. As digital tools have increasingly become integral to effective programme delivery, systems enhancement, and monitoring in UNICEF, the role of the T4D Specialist has become pivotal. The T4D Specialist will liaise with and support all programme sections at the regional office (*Health, Education, Child Protection, WASH, Gender, Adolescent Development, Climate, among others*) and the cross-sectoral functions (*Social and Behavior Change (SBC), Programme Planning, Evaluation, Communications, and Social Policy*) contributing to the Regional Areas of Acceleration (*Foundational Learning, Climate Action, Community Health Strengthening, and Adolescent Girls*), and scale-up of any sector led flagship initiatives (*Bebbo, Digital Transformation of Education with Google, Learning Passports, etc.*).

Furthermore, the T4D Specialist will work closely with the ICT4D and programme teams at the UNICEF Country Offices (COs) across SAR and will serve as the sub-regional T4D-business-partner for UNICEF Nepal, Bhutan, Maldives and Sri Lanka.

The specialist's responsibilities will encompass the identification, evaluation, and integration of technology and digital innovations within UNICEF's programming efforts. This role also involves strengthening internal capacities to lead and support T4D-related initiatives, forging and maintaining key partnerships, developing business relationships, applying reusable and replicable technical building blocks, and maximizing opportunities for the scalability and sustainability of technological and digital innovations within UNICEF programming in South Asia Region.

### III. Key functions, accountabilities and related duties or tasks

Summary of the key functions, accountabilities and related duties or tasks include:

1. Digital/Data Solution Implementation
2. Strategic Oversight and Policy Compliance
3. Engage and maintain partnerships and networks
4. Portfolio Coordination and Project Management
5. Knowledge Management
6. Digital Capacity Building
7. Business Analysis

#### 1. Digital/Data Solution Implementation

*Guidance and Design of T4D Interventions*

- Provide guidance and technical support to the Regional office and Country Offices in the identification, selection, concept design, deployment and sustainability of T4D interventions to address bottlenecks towards the achievement of programme results.

*Solution Procurement and Evaluation*

- For multi-country initiatives or strategic CO initiatives, guide the review of technical solutions to ensure UNICEF standards and Technology Playbook are followed; Digital Public Goods are considered and collaboration with other countries or regions is enabled; contribute to project management processes, generation and review of terms of reference and vendor selection.

*Deployment Advice and Support*

- Advise on implementation strategy of digital technology initiatives, including technical oversight, troubleshooting and the documentation of challenges and resolutions.

*Business Relationship Management*

- Coordinate business and programme relationship services to define high-level requirements; document and match requirements and guide the design, development and deployment of appropriate T4D solutions that are in line with the UNICEF Technology Playbook.

#### 2. Strategic Oversight and Policy Compliance

*Participation in Programme and Management Processes*

- Integrate digital development and technology innovation into the programme planning lifecycle. Align with programme priorities and participate in planning meetings to ensure T4D functional accountabilities.

*Digital Transformation and Innovation Strategy*

- Guide on integration of the digital transformation and innovation strategy for the Country Offices and in Regional work plans. Bring visibility to T4D gaps, opportunities and scale-up strategy in support of overall regional priorities. Work directly with section chiefs and country teams to co-create strategies on how technology and innovation can support UNICEF Programming.

*Compliance with T4D Best Practices*

- Support regional office Digital Transformation and Innovation Governance Committees and ensure compliance of T4D initiatives with the Principles for Digital Development (<http://digitalprinciples.org/>) and UNICEF and UNICEF Technology Playbook.

#### 3. Engage and maintain partnerships and networks

*Develop Partnerships and Networks*

- Develop partnerships and networks ensuring strong engagement with partners such as local solution providers, innovators, NGOs, cultural and religious organisations, private sector, local media, ICT authorities, communications commissions, and academia to build and provide a space to nurture and test new and innovative technologies and build local capacity.

*Advocacy and Communication*

- Represent the Regional Office in external, inter-agency or partner forums on digital development and technology innovation.

*Proposal and Donor Development*

- Identify and explore opportunities for resource mobilisation and new partnerships. Lead proposal and donor development efforts.

#### *Transfer and Skill-sharing for Programme Partners*

- Build and sustain effective close working partnerships with government counterparts, UN agencies and other stakeholders through active sharing and transfer of knowledge, skills and tools to foster and facilitate technology-enabled programming.

#### *Standards and Procedures for Ownership*

- Coordinate with stakeholders to advise on standards, procedures and partnerships for T4D interventions and their transition to relevant government and civil society Institutions.

#### *Guide Programme Partners*

- Provide technical and operational guidance to a wide range of stakeholders and partners on UNICEF policies, practices, standards and norms on technology for development.

#### *Document Localized Partners and Profiles*

- Oversee development of catalogue of potential regional T4D partners and their profiles/areas of engagement to promote and enhance UNICEF goals for outcomes for children through Technology for Development.

### **4. Portfolio Coordination and Project Management**

#### *Portfolio Coordination*

- Coordinate in deploying a portfolio approach and developing a digital roadmap for adapting common solutions prioritised for UNICEF programming (e.g. Digital Public Goods). Use UNICEF's INVENT global online portfolio for T4D and innovation to record solutions and their status.

#### *Project Management*

- Manage projects and initiatives, ensuring timely delivery throughout the lifecycle from assessment through to implementation and ongoing operations, while ensuring consistent stakeholder engagement.

### **5. Knowledge Management**

#### *Share Lessons Learned*

- Identify, capture, and share lessons learned from T4D for integration into broader knowledge development planning, advocacy and communication efforts.

#### *Monitoring, Evaluation and Learning*

- Collaborate with Planning, Monitoring and Evaluation focal points to ensure documentation and clear monitoring and evaluation mechanisms for innovation and T4D projects including baseline data collection, on-going monitoring, as well as first phase data collection and analysis.

#### *Contribute to Peer Support Networks*

- Contribute and share to regional and global digital development and technology innovation networks and activities.

### **6. Capacity Building**

#### *Utilise Data for Evidence Generation*

- Identify data needs of programmes and partners and propose solutions. Build capacity of programme staff and partners in analysing the large amounts of data generated through T4D initiatives including the use of data visualization techniques and analytics tools.

#### *Provide Training to Stakeholders and End-users*

- Lead capacity building initiatives to enhance the competencies, capacity and knowledge within the programmes on digital development. Train UNICEF staff, partners, government counterparts and other end users in digital development and technology innovation.

#### *Build Awareness around Innovation and Frontier Technology*

- Develop staff capabilities in appropriate use of frontier technology and innovations such as UAVs, wearables, IoTs, AI / ML, mobile money, blockchain etc. Maintain up to date knowledge of the latest trends and developments.

### **7. Business Analysis**

#### *User Centric Design*

Utilise human/user-centric design methods to support user-acceptance testing, evaluation, documentation and analysis (e.g. design thinking)

### *Landscape Mapping*

- Maintain an inventory of technology and innovation interventions, assets, resources and networks.

## **IV. Impact of Results**

The scale-up of UNICEF T4D's strategic integration in programming and digital innovations has allowed UNICEF to effectively support programme partners in closing gaps to meet children's needs, often under complex environments, and in line with existing national systems.

Any failures not properly addressed or corrected by the T4D Specialist will have high operational and damaging impact to UNICEF offices. The absence or lack of a sound management of the T4D Specialist's leadership and guidance will affect UNICEF's ability to support local counterparts and implementing partners and potentially affect UNICEF ICT globally and possibly have legal or financial repercussions affecting UNICEF's brand and reputation.

## **V. Competencies and proficiency (level) requirement:**

(based on UNICEF Competency Framework)

### **Core Values**

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

### **Core Competencies (For Staff without Supervisory Responsibilities)**

- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

## **VI. Qualifications**

<b>Education:</b>	An advanced university degree (Master's Degree or equivalent) is required in Digital Transformation, Business Management, Computer Science, Data Science, Information Management, Innovation, Digital Development, International Development or another relevant technical field.  <i>A first-level university degree (Bachelor's Degree or equivalent) in a relevant field combined with 7 years of professional experience may be accepted in lieu of an advanced university degree.</i>
<b>Experience:</b>	A minimum of 5 years of professional experience in Technology for Development or Business Analysis in a large international organization or corporation is required, including:

	<ul style="list-style-type: none"> <li>• Experience identifying, designing and implementing solutions for large-scale projects with technical components – including supervising external vendors and software developers; responsibility for business analysis, budgets, contracts, project management and procurement, etc.</li> <li>• Experience with Programme, Digital, Product / Data innovations in low bandwidth settings</li> </ul> <p>Experience in the following areas is desirable:</p> <ul style="list-style-type: none"> <li>• Exposure to UNICEF, UN or other INGO programmatic areas, including health, nutrition, child protection and/or education and experience in applying technical solutions to address programmatic issues</li> <li>• Experience with Open Source, Open Standards and Open Data</li> <li>• Experience working in T4D/ICT4D program design, service design, and field deployment/implementation in developing countries</li> <li>• Experience with RapidPro, Primero, DHIS2, ODK and other global public good technologies, and deploying, maintaining and scaling these technologies</li> <li>• Experience in coordination with multiple stakeholders like Government agencies, academic institutions, research organizations, private sector etc. in implementing ICT projects and exploring space for collaboration and partnerships</li> <li>• Software programming experience, including quality assurance and product ownership to deliver enhancements, new functionality, and defect resolution as well as proficiency with source code and related tools (e.g. GitHub, DevOps, etc.)</li> <li>• Developing country work experience and/or familiarity with emergency</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>• Fluency in English is required.</li> <li>• Knowledge of another official UN language (Arabic, Chinese, French, Russian, Spanish) or local language of the duty station is considered as an asset.</li> </ul>