

UNICEF – BURUNDI

TERMES DE REFERENCE POUR UN CONTRAT TEMPORAIRE

Duty Station: Bujumbura
Section/Division: OPS/ICT

Level: GS 6

Duration: 11 months

Title: CT Associate-Technology for Development T4D

PURPOSE OF POST:

The Technology for Development (T4D) Associate assists Burundi Country Office with the identification, assessment, and implementation of ICT components into UNICEF programmes which includes but not limited to managing T4D related projects, engaging with key partners, identifying potential technology available in the market locally, building internal capacity, scaling up and rolling out technology-enabled programme initiatives

REPORTS TO: ICT Specialist P3

MAIN TASKS AND RESPONSIBILITIES
1. Timely and effective support on improvement of ICT services for innovative use of technology in Programme interventions.

- Assists the supervisor in participation in Programme discussions to leverage his/her technical skill to identify opportunities for innovative use of technology in Programme initiatives.
- Works closely with relevant colleagues and stakeholders internally and externally to assist in the formulation of potential digital innovation solutions for UNICEF programmes.
- Provides support to programmes in any ICT related issues
- Supports project roll outs and implementation of new processes, including assisting in testing debugging and implementation of new application and systems.
- Assist the supervisor by collaborating with Programme and communication section to identify and support improvement opportunities in Programme delivery through the innovative use of technology. Propose options, assess risks, perform costs versus benefits analysis, and impacts on end-user products and services, business processes and systems.
- Assists in providing basic information relevant to implementation of projects for the ICT4D and Innovation projects/business cases.

2. Timely support Implementation strategy and T4D operations.

- Assist the supervisor on Implementation of T4D strategies, including support assessment of T4D gaps, opportunities, standard and guidelines.
- Support the supervisor on implementation of any T4D projects according to regional/global strategies with local context taken into consideration.

3. Timely support and technical assistance provided to clients in the area of Technology for Development and work with stakeholders to on standards, procedures and partnerships for T4D projects to be adopted.

- Assist the supervisor in providing inputs, identify and package T4D solutions by working with colleagues in programmes as well as all partners, internally and externally, for use in a wide array of programme applications
- Ensure effective customer support in the area of Technology for Development by identifying the need and providing training as well as troubleshooting and ad-hoc technical assistance to the users. This involves development of an office training and support plan based

QUALIFICATIONS AND COMPETENCIES:
Education:

- ✓ Completion of Secondary education supplemented with formal training (at university level) in Computer Science, Business Administration, or computer related certification. Bachelor's degree in Computer Science preferred.
- ✓ Computer literacy and ability to effectively use standard office software, tools and technologies

Working experience:

- ✓ A minimum of 6 years of practical professional work experience in information technology, out of which 2 years in IT for project development/implementation, as well as systematic methods of troubleshooting and analytical problem solving, providing assistance to users on ICT products and services, and use of applications and diagnostic tools.
- ✓ Practical experience with various computer platforms and applications:
- ✓ Work experience in providing ICT support to remote field offices in developing countries an asset.
- ✓ Work experience in emergencies.
- ✓ In-depth technical knowledge related to software development and information systems management.
- ✓ Experience in programme design, management and direct implementation of initiatives is strong asset
- ✓ Experience in applying human-centered design approaches to social sector challenges is essential

Language: Fluency in French and working knowledge of English is required. Knowledge of Kirundi is an asset.

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<p>upon the organizational requirements and an assessment of staff competencies and needs.</p> <ul style="list-style-type: none"> Analyses basic problems, identifies alternatives, tests and implement solutions once endorsed by the supervisor. Under supervision of the unit head, working closely with relevant colleagues, partners and stakeholders to provide assistance in implementation any IT4D-related projects. <p>4. Support research and knowledge management in the area Technology for Development</p> <ul style="list-style-type: none"> Collect data, undertake analysis and prepare reports on existing initiatives and solutions. Assist in Capturing lessons learnt and best practices from various programmes, document and share resources available. <p>5. Serving as T4D focal point</p> <ul style="list-style-type: none"> In support to the supervisor, act as a focal point of the office on T4D related matters. 	<p><u>Core Values</u></p> <ul style="list-style-type: none"> Care Respect Integrity Trust Accountability Sustainability <p><u>Core Competencies</u></p> <ul style="list-style-type: none"> Demonstrates Self Awareness and Ethical Awareness (1) Works Collaboratively with others (1) Builds and Maintains Partnerships (1) Innovates and Embraces Change (1) Thinks and Acts Strategically (1) Drive to achieve impactful results (1) Manages ambiguity and complexity (1)
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