



## SPECIFIC JOB PROFILE

### I. Post Information

**POST NUMBER/ CASE NUMBER:**  
**POST/CASE NUMBER OF SUPERVISOR:**  
**REASON FOR CLASSIFICATION:**  
**REGION/DIVISION:** HQ  
**COUNTRY:** Sweden  
**DUTY STATION:** Stockholm  
**OFFICE:** Office of Innovation  
**SECTION:**  
**UNIT:** Portfolio, Culture, and Scale

**CATEGORY:** Temporary Appointment  
**PROPOSED LEVEL:** P3  
**JOB TITLE:** Innovation Specialist  
(Knowledge Management)  
**Functional Code:**  
**ICSC CCOG Code:**

### II. Strategic Office Context and purpose for the job

#### Office context :

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

#### **For every child, innovate...**

The Office of Innovation (Ooi) works to catalyse UNICEF's and all its partners' expertise and resources against key children-outcomes bottlenecks, with a view to continuously ideate and scale the most effective solutions with transformational potential at scale to achieve the child-related SDGs. The office is doing this by continuously exploring new ways of accelerating results for children, investing across a range of early stage solutions, and harnessing internal and external expertise towards continuously iterating and finetuning the most promising solutions for children through a systematic portfolio management approach, and leveraging all stakeholders' innovation energy, knowhow and resources from intergovernmental, multilateral, private sector and non-governmental organizations. This takes place across 160 country offices.

#### Purpose for the job:

The Innovation Specialist (Knowledge Management), under the general guidance and direction of the Innovation Manager (Evidence, Knowledge and Performance Management), leads the knowledge management function of UNICEF's OOI.

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

Under the general guidance and direction of the Innovation Manager (Evidence, Knowledge, and Performance Management) and in close collaboration with relevant Senior Advisers and Innovation Managers across OOI, the post is responsible for:

1. Lead the development of OOI's knowledge management strategy, its implementation and undertaking its execution
2. Leading knowledge management need-finding through a) designing and implementing regular, efficient, structured, and user-centered engagement with UNICEF staff particularly in the field; b) source, aggregate and analyze opportunities, needs, and inputs from Innovation Hubs, Portfolio Managers and the Ventures team in OOI; c) undertake needs mapping/snapshots and d) identify areas for learning and knowledge management intervention by undertaking sense-making of the expressed and unexpressed needs from these and other relevant sources of evidence
3. Oversee OOI knowledge management platforms ensuring updates are made to internal channels including Agora for training, ICON for internal communications, Viva Engage where relevant, and dedicated Sharepoint sites, UNICORN platform for harvesting innovative ideas, and making use of and engaging with external channels through communications team within OOI and UNICEF HQ
4. Leverage frontier technology such as AI to bring efficiency and innovation to knowledge management; explore, test, and pilot new knowledge management systems
5. Ensure OOI is up to date with knowledge management industry trends and technology and is an early adopter of new methods, approaches and technology to improve knowledge management within OOI
6. Develop pathways and networks for effective knowledge management information sharing between OOI HQ, Regional and Country Offices
7. Coordinate with the OOI Communication Team on their activities to raise awareness, promote and gather support for knowledge management opportunities and resources
8. Engage actively and network in the global ecosystem of innovation, creativity, entrepreneurship, and related areas to horizon scan, source learning and knowledge management resources, and exercise thought leadership to position and diffuse UNICEF's innovation learning work publicly; and identify and enable opportunities for UNICEF-designed and developed materials to be shared as global public goods where relevant
9. Manage a small team of professionals and consultants, when required, to ensure knowledge management content is developed and platforms widely used, particularly with reference to coordination across HQ, Regional and Country offices
10. Represent OOI in coordination with, Data & Planning teams, (e.g. DAPM), Human Resources and Programme Group where relevant to Knowledge Management
11. Plan and undertake mission travel to critical country offices where demand for support is made by senior country management

### **IV. Impact of Results**

Strategic thinking and efficient execution of the Innovation Specialist (Knowledge Management) will directly impact UNICEF Office of Innovation's ability to capture, organize, share and use knowledge to discover, validate, and scale bold solutions and technologies to deliver for children today and set a new pace of social impact for coming generations.

Efficiency for country programmes will be created in adoption of existing solutions versus recreating of the wheel, and financial effectiveness for programme results will be supported where good documentation and knowledge management practices are upheld.

## V. Competencies and level of proficiency required

<u>Core Values attributes</u>	<u>Core competencies skills</u>
<ul style="list-style-type: none"> <li>• Care</li> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Accountability</li> <li>• Sustainability</li> </ul>	<ul style="list-style-type: none"> <li>▪ Nurtures, Leads and Manages People (2)</li> <li>▪ Demonstrates Self Awareness and Ethical Awareness (2)</li> <li>▪ Works Collaboratively with others (2)</li> <li>▪ Builds and Maintains Partnerships (2)</li> <li>▪ Innovates and Embraces Change (2)</li> <li>▪ Thinks and Acts Strategically (2)</li> <li>▪ Drive to achieve impactful results (2)</li> <li>▪ Manages ambiguity and complexity (2)</li> </ul>

## VI. Recruitment Qualifications

Education:	<p>An advanced university degree in one of the following fields is required: Data Science, Computer Science or Technology related subject, Business Administration, Design, Geography and information management (GIS), Statistics, or another relevant field.</p> <p>An undergraduate degree with additional two years of experience can be accepted in lieu of an advanced degree.</p>
Experience:	<p>A minimum of five years of relevant professional experience in knowledge management, information management, reporting, monitoring, evaluation, and learning, evidence generation is required.</p> <p>The following experience/skills are required:</p> <ul style="list-style-type: none"> <li>• Proven track records in using technology for knowledge management systems and practices</li> <li>• Familiarity with Sharepoint and knowledge management practices</li> <li>• Proficiency in data collection, data management and data flow tools (e.g. ODK, MS PowerAutomate, SQL)</li> <li>• Proficiency in one or more data analysis and visualization tools (e.g. PowerBI, Tableau, R, Python and/or ArcGIS)</li> <li>• Enthusiasm for emerging methods of knowledge management (e.g. OpenAI)</li> <li>• Proven analytical, writing, information synthesis and communication skills</li> <li>• Advanced proficiency in Microsoft Office suite, in particular PowerPoint</li> </ul>

	<p>The following skills/experiences are desired:</p> <ul style="list-style-type: none"><li>• Familiarity with graphic design tools (Adobe InDesign, Illustrator, etc)</li><li>• Relevant experience in a UN system agency or large global organization.</li><li>• Developing country work experience and/or familiarity with emergency</li></ul>
Language Requirements:	<p>Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.</p>