



JOB PROFILE

I. Post Information

Job Title: Programme Specialist (Country Office Engagement)
Supervisor Title/ Level: Venture Fund Innovation Manager, Innovation, P4
Innovation Manager, P4
Organizational Unit: Office of Innovation (2576)
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 Venture 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 solutions clustered around \$100 billion industries in frontier technology spaces, such as artificial intelligence, blockchain, nanosatellites, UAVs, and virtual and augmented reality.

[Purpose for the job](#)

Under the leadership of the Venture Fund Innovation Manager, the Programme Specialist will coordinate the Ventures' team engagements with UNICEF Country Offices. This role entails establishing and coordinating systems to support country offices for use of frontier technology solutions, acting as a focal point for country level activities and maintaining a tracking system to monitor and coordinate the Ventures team and broader Office of Innovation (OOI). Focusing on cultivating strategic partnerships and enhancing country engagement, they play a pivotal role in

driving the adoption of frontier technology solutions within UNICEF. Engagements can comprise any of the following:

- Investments provided by the Venture Fund to Country Offices for pilots of early-stage technology solutions
- Facilitating access for Country Offices to promising frontier technology solutions from the Venture Fund's portfolio
- Pathfinding activities supported by the Digital Public Goods Alliance and executed by Country Offices, including engagement with accelerators and ecosystems, sourcing of new DPGs, advocacy with national government partners
- Acting as focal point for other country-level activities supported in close collaboration with other Divisions

Overall, this position is responsible for:

- Supporting implementation of pathfinding activities in close collaboration with country offices, including documenting and sharing lessons learned, facilitating access to technical resources etc.
- Supporting engagements at country level to strengthen local ecosystems and improve pipelines for new DPGs
- Coordinating the process for country offices to access funding from the Venture Fund, including support to approved projects
- Establishing and coordinating systems and support to country offices for use of promising frontier technology solutions, including by managing relevant LTAs, coordinating country pilots and links to the Venture Fund's growth funding
- Acting as focal point for any other relevant country level activities and maintaining a system to track and coordinate across the Ventures team and broader OOI

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

1. Supporting implementation of pathfinding activities in close collaboration with country offices, including, research, documenting and sharing lessons learned, facilitating access to technical resources etc.

- Keep relevant UNICEF divisions and offices updated and consulted as needed
- Conduct research and proactively look for opportunities where the Venture Fund could support Country Offices via its funding programme or technical expertise, i.e. what are the problems/challenges we need to solve and how could we help solve them.
- Develop and use systems to track progress and ensure activities and budget allocations occur in timely manner and in line with donor requirements
- Conduct regular check-ins, identify bottlenecks and challenges and facilitate access to technical assistance
- Leverage country pathfinding pilots and collaborations therein to raise awareness about DPGs
- Summarise lessons learned from pathfinding activities to inform global approach

2. Supporting engagements at country level to strengthen local ecosystems and improve pipelines for new DPGs

- Advocate for alignment with the DPG standard within the public and private sectors in UNICEF Programme Countries
- Identify priority ecosystems in close collaboration with COs, the Venture Fund and DPG teams
- Increase entrepreneurial ecosystems' involvement in DPG development and deployment
- Deploy and update the DPG Accelerator Guide in key geographies

3. Coordinating the process for country offices to access funding from the Venture Fund, including support to approved projects

- Propose investment strategy and focus areas and track results accordingly
- Coordinate Country Office application and selection process, including interface with the decision-making process,
- Oversee initiation of funding reallocations and links with internal systems including Vision
- Develop communication materials about funding opportunities and investment projects
- Design and implement monitoring and reporting systems

4. Establishing and coordinating systems and support to country offices for use of promising frontier technology solutions, including by managing relevant Long Term Agreements (LTAs), coordinating country pilots and links to the Venture Fund's growth funding

- Maintain and update LTAs for frontier technology solutions
- Capture Country Offices' experiences and adjust processes as needed
- Support Country Offices who express interest in piloting solutions and coordinate across relevant HQ, regional and country teams
- Identify opportunities and provide ongoing support for country pilots linked to the Venture Fund's growth funding

5. Acting as focal point for any other relevant country level activities and maintaining a system to track and coordinate across the Ventures team and broader OOI

- On needs basis, provide operational support related to consultant and stretch recruitments and selection, contract management and other collaboration agreements Coordinate with other Divisions implementing country-level activities aligned with the DPG Alliance's strategy to ensure consistent approach, reporting and alignment

IV. Impact of Results

(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)

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 and their use at country level.

V. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

Functional competencies:

- Relating and Networking (2)
- Planning and organizing (3)
- Deciding and initiating action (2)

<p>Core competencies skills</p> <ul style="list-style-type: none"> - Works Collaboratively with others (2) - Innovates and Embraces Change (2) - Thinks and Acts Strategically (2) - Drive to achieve impactful results (3) <ul style="list-style-type: none"> • Applying technical expertise (3) 	
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VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • Advanced University Degree in technology, social sciences, development sciences, public relations, business administration and management or related field
Experience:	<ul style="list-style-type: none"> • A minimum of five years progressively responsible professional work experience in technology project management, some of which should be in an international setting. Seven years of experience in lieu of an advanced degree. • Experience in facilitating engagements with UNICEF Country Offices and UNICEF Divisions, including experience working with UNICEF at country level required. • Experience in managing projects and partnerships focused on open source frontier technology is desired • Experience in supporting and engaging with national digitalization strategies and efforts with government, as an advocate or with other relevant stakeholders in the national level ecosystem is desired • Engagement with stakeholders from national entrepreneurial ecosystems is required • Knowledge of open licensing and digital public goods required • Experience in coordinating activities within and across teams, including project teams for specific initiatives and use of current project management and tracking platforms and tools is desired. • Demonstrated experience in developing and negotiating partnership and entrepreneurial strategies is desired. • Proven experience in translating and clearly presenting complex ideas from various fields into unified, clear messages, including for successful partnership development is required. • Strong writing and communication skills and the aptitude to handle competing messages and priorities with multiple audiences is required.

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.
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