



JOB PROFILE

I. Post Information

Job Title: Programme Specialist (Portfolio Strategist, Venture Fund)
Supervisor Title/ Level: Programme Funding Manager, Innovation, 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 shape markets, learn about and guide these technologies that can positively 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, blockchain, nano-satellites, and human dynamics. With \$35M raised to date, the Venture Fund is scaling its investment portfolio with the aim of investing in 20 start-ups every year and also provides funding to CO-led projects.

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

Under the leadership of the Programme Funding Manager, the Programme Specialist (Portfolio Strategist) supports the Venture Fund investment portfolio companies (consisting of both seed-stage and follow-on investments), bringing strategic guidance and management to maximize the Fund's return on investment by:

1. Developing and executing the overall portfolio management strategy, including necessary systems, partnerships, and technical assistance, for companies receiving funding

- Assessment of current portfolio management system and recommendations for adaptation and improvement
- Providing inputs for partnership approach covering needs for technical assistance, follow-on investment and management of companies
- Mapping out needs assessment and engagement process for portfolio companies

2. Advising on sourcing and selection of companies, and leading on selection and contractual process of companies receiving bridge and acceleration funding

- Advise on sourcing strategies for specific calls for proposals, develop terms of reference
- Provide inputs to assessment criteria and process
- Liaise with operations, UNICEF supply division and the startup companies to coordinate necessary inputs to contracting processes, including TORs, NFRs, RFPs, etc.
- Identify opportunities and facilitate collaborations with prospective portfolio companies and other local stakeholders

3. Based on a robust needs assessment process, developing a technical assistance strategy for each portfolio company (with support from external partnerships, a network of mentors, engagement of technical leads) in seed and growth portfolios

- Developing needs assessment
- Coordinating and managing individual mentors
- Coordinating the engagement of Ventures' tech leads, Digital Public Goods Alliance and advisers with portfolio companies
- Identifying new partnership engagement opportunities and asks

4. Maintaining portfolio management systems and processes, including regular tracking of milestones and companies' performance through KPIs, and applying data to guide portfolio management strategy

- Managing regular monitoring of companies in line with contractual requirements
- Identifying additional metrics required to effectively monitor companies
- Monitoring and collecting metrics for performance monitoring (business and product development) and ROI for specific cohorts.
- Applying insights from metrics data to guide portfolio management strategy and support decision making, also by setting up quarterly review committees
- Supporting development of regular external communication products such as company 6-month and graduation blogs and the Annual Report

5. Identifying and managing growth strategies for portfolio companies

- Developing a system for linking companies to follow-on investment or partnership opportunities, including documentation, regular communication and sharing of results
- Coordinating with team to identify opportunities for portfolio company growth across UNICEF country office and programmatic divisions
- Engaging in partnership and collaboration discussions with relevant stakeholders (external and internal)
- Keeping the mapping of potential partnerships and follow-on investments up to date

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 Portfolio Strategist therefore helps to identify new technology solutions and builds internal and external capacity in this area.

V. Competencies and level of proficiency required

<p><u>Core Values attributes</u></p> <ul style="list-style-type: none"> ● Care ● Respect ● Integrity ● Trust ● Accountability 	<p><u>Functional competencies:</u></p> <ul style="list-style-type: none"> Builds and maintains partnerships (2) Drive to achieve results for impact (2) Thinks and acts strategically (2) Works Collaboratively with others (2) Innovates and Embraces Change (2) Relating and Networking (2) Planning and organizing (2) Deciding and initiating action (2)
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VI. Recruitment Qualifications

<p>Education:</p>	<ul style="list-style-type: none"> ● An advanced university degree in finance, entrepreneurship, business administration or relevant field
<p>Experience:</p>	<ul style="list-style-type: none"> ● A minimum of five years of progressively responsible professional work experience in a relevant field. Seven years of experience in lieu of an advanced degree. ● Demonstrated management-level experience in managing portfolios of investments ideally in venture capital, at seed and early growth stages, and in UNICEF programme regions required. ● Demonstrated experience in developing partnerships and entrepreneurial strategies.

	<ul style="list-style-type: none"> ● Demonstrated knowledge of specific challenges faced by seed stage companies and approaches to address them. ● Experience in coordinating and monitoring complex projects, product development, business growth and ROI metrics required- specifically for solutions leveraging frontier tech and open-source licensing desired. ● Experience in coordinating teams to reach ambitious goals. ● Understanding of open-source and frontier technologies, and their applications to UNICEF strategic priorities required. ● Strong written and verbal communication skills required, including external representation and presentations, facilitation of networks of communities. ● Experience of managing networks and portfolios of consultants and technical advisors to deliver against agreed objective required. ● Ability to synthesize technical information and translate it into accessible products and systems ● A strong understanding of UNICEF programmes, goals and principles, and experience in a UNICEF programme country desired. ● Experience working in complex, resource poor contexts is a plus.
Language Requirements:	<ul style="list-style-type: none"> ● Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.