



UNITED NATIONS CHILDREN'S FUND
JPO Request for an Innovation Officer (P2) to support UNICEF Bulgaria Country Office



Training and Learning Plan

- ✓ Participation in a one-week JPO Induction Programme in New York;
- ✓ Guidance and advice in relation to training opportunities within the field of expertise;
- ✓ Use of yearly JPO training funds for internal/external training opportunities;
- ✓ Participation in the Mentoring, Coaching, and Career Counselling and Career transition programmes;
- ✓ Encourage field mission and/or stretch assignment during and after the 2nd year.

In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

- ✓ On-the job training and first - hand experience in working in the field;

- ✓ Learning and experience in working in a diverse and multi-cultural environment;
- ✓ Learning and experience in working with a diverse set of stakeholders;
- ✓ Gaining practical work experience abroad and opportunities for personal and professional growth related to promotion, protection and fulfilment of children's rights. The incumbent will be supported to attend various training events organized by the country office and specific learning courses relevant to the programme and his/her job including monitoring and planning of UNICEF programming, supporting the programme sections with planning and reporting results at output and outcome levels and learn the aspects of UNICEF evaluation function.

The opportunity provides young professionals interested in pursuing a career in international development, national or international career in information/data collection, statistics and data analysis, monitoring & evaluation (M&E), programme planning, preparation of reports, partnership, and research capacity building. The JPO will be part of a committed and passionate team working with a range of partners to achieve systemic change for children in Bulgaria.

Career prospects and potential for retention:

UNICEF works in partnership with key Government Ministries, Agencies, local authorities, international and national organizations, academia and the media to strengthen the national and local efforts to promote, protect and fulfil children's rights in Bulgaria. The first hand-experience with international organization which strives to achieve direct results for children and families on the ground but also strengthen the systems for wider and sustainable impact will be beneficial for the personal and professional development of the job holder. He/she would be able and supported to develop a wide network of partners and contacts, develop new skills and explore opportunities for further career development.

UNICEF Bulgaria is committed to the promotion and protection of children's rights agenda and depending on available resources and programme funding secured, the possibility for retention of the job holder will be explored.

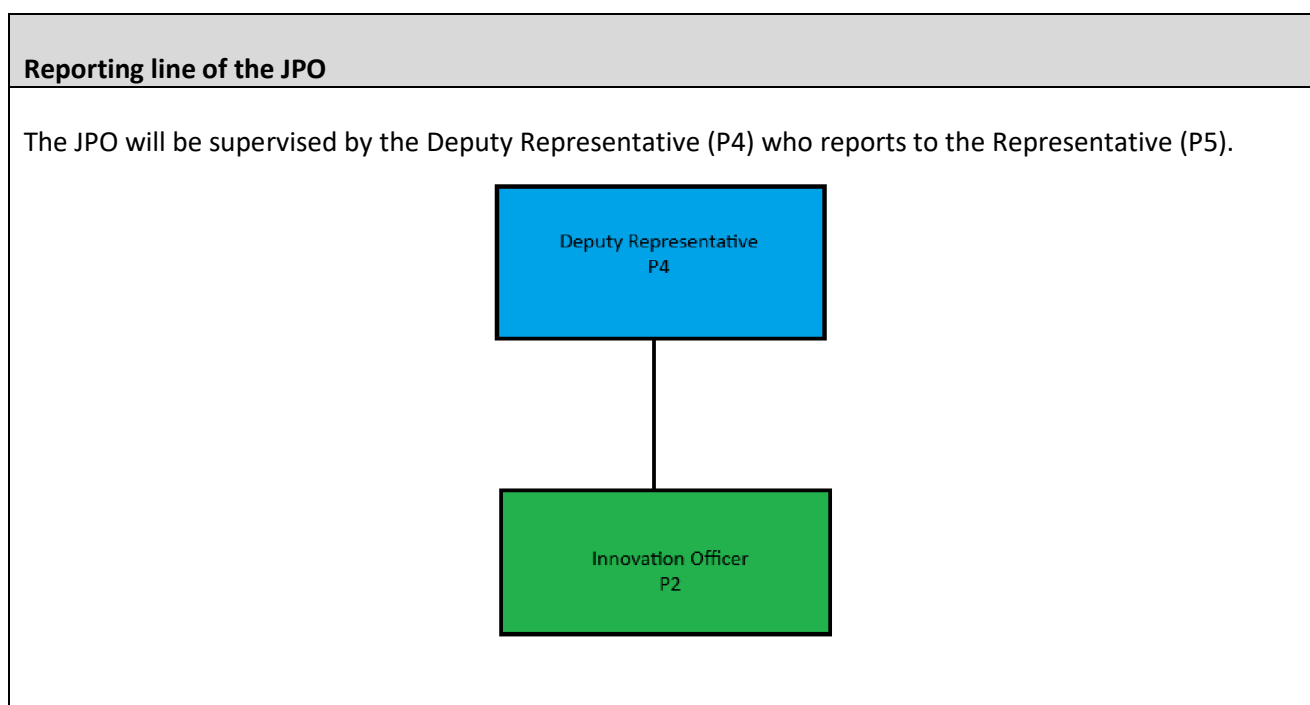
Supervisor's experience:

The supervisor of this position will be Deputy Representative, P4, who oversees the entire programme portfolio of the UNICEF Bulgaria country office; this includes education, early childhood development, child care reform and alternative care and social policy sectors, as well as violence against girls, boys and women; justice for children and protection work for refugee and migrant children. He holds a master's degree in public policy and has over 22 years' experience in international development and humanitarian programming in Eastern Europe, Central Asia, Caucasus, South Asia and Middle East. He held various senior management positions with UNICEF and other organizations and joined UNICEF in 2013. Previously, he has directly supervised several KMCOs (Korean Multilateral Cooperation Officers, an equivalent of JPO programme) and has solid experience in career development of young professionals within the UN.

Information and living condition of Duty station: [For Field Office locations only]

General Information	<p>Bulgaria (officially the Republic of Bulgaria) is a country in Southeastern Europe. It is bordered by Romania to the north, Serbia and Macedonia to the west, Greece and Türkiye to the south, and the Black Sea to the east. The capital and largest city is Sofia; other major cities are Plovdiv, Varna and Burgas. With a territory of 110,994 square kilometers (42,855 sq mi), Bulgaria is Europe's 16th-largest country. Sofia hosts some 1.23 million residents within a territory of 492 km², a concentration of 17.5% of the country population.</p> <p>Sofia is a vibrant European capital, which has over 7,000 years of history. It is a unique city, combining ancient history, Ottoman temples, communist monuments, European architecture, and modern street art.</p> <p>More information about Bulgaria and Sofia can be found at following sites: https://en.wikipedia.org/wiki/Bulgaria https://www.lonelyplanet.com/bulgaria/sofia https://freesofiatour.com/blog/</p> <p>Since 1 January 2007, the Republic of Bulgaria has been a member of the EU and so enforces the General Visa Policy of the European Union, in keeping with the conditions of the Accession Treaty. Bulgaria joined the Schengen Area on March 31, 2024 and implements EU common visa policy. Visas are issued by the diplomatic and consular representatives of the Republic of Bulgaria, or by representatives of another member state of the European Union with which Bulgaria has an agreement for the presentation and acceptance of applications for visas and the issuance of visas.</p> <p>For residents of the EU and the USA, no visa is required for up to a 90-day stay in Bulgaria. Visas are required for non-EU country nationals. The list of countries whose citizens do not need a visa can be found on the home page of the Ministry of Foreign Affairs at: https://www.mfa.bg/en/services-travel/consular-services/travel-bulgaria/visa-bulgaria Holders of UNLP do not require a visa for a stay of less than 90 days.</p>
Security	<p>The general security situation in the country is stable and the security risk is relatively low. The principal threat to safety and security of UN staff arises from burglary/property crime.</p>
Housing	<p>Please provide information on housing at the duty station.</p> <p>Different types of long-term accommodation are available in: standalone houses, houses in residential compounds, apartments. These could be furnished and/or fully serviced, or unfurnished.</p> <p>The real estate company, dealing with properties in two directions - luxury and executive. The company offers an exclusive selection of apartments and houses for sale and rent.</p> <p>Suggestions for companies:</p> <p>UES - Located on 17 Patriarh Evtimiy Blvd. or visit: www.ues.bg. Mobile: +359 882 600 600; Phone +359 2 819 20 20; E-mail: office@ues.bg.</p> <p>Unlimited Real Estate Solutions - Specialized services for diplomats and expats. Located on 102, Bulgaria Boulevard, Tel: 0898 212 121 or email: office@unlimited.bg; http://www.unlimited.bg/.</p> <p>Yavlena - http://www.yavlena.com</p>

Schools & Childcare	<p>English Speaking School and Kindergartens:</p> <p>The American College of Sofia - Sanders Hall, Floyd Black Lane, Mladost 2, Sofia 1799 Tel: ACS Reception Office (359-2) 434 1008, 434 1010, 434 1011, Sofia 1000, Bulgaria. Accredited in Bulgaria by the Ministry of Education. Grade 8 through 12. Teaches an American curriculum to Bulgarian and International Students, www.acs.bg.</p> <p>The Anglo-American School of Sofia - situated in the area of Detski Grad at the foot of Vitosha mountain near Pancharevo village. Address: Siyanie Street 1, Pancharevo Sofia 1137. Reception Desk: +359 2 923 8810/11, Admissions: +359 2 923 8822. The AAS is fully accredited by: The Council of International Schools (CIS) and The New England Association of Schools and Colleges (NEASC). Pre- K to Grade 12 programs. www.aas-sofia.org</p>
Work for spouses & partners	<p>Please share information about available opportunities for Work for spouses and partners.</p> <p>EU citizens who are employed, self-employed, or on a business trip are permitted to work in Bulgaria without restrictions and without the need of a work permit. Where work permits are required by expatriates, they should be requested by the local employer. They will then be issued by the Bulgarian Employment Agency.</p> <p>Opportunities for jobs could be reviewed and searched through the portal: https://www.jobs.bg/en/</p>





**UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE**

I. Post Information

Job Title: Innovation Officer
Supervisor Title/ Level: Deputy Representative, P4
Organizational Unit: Programme Effectiveness
Post Location: Sofia

Job Level: P2
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.

Strategic office context and contribution to the organisation:

The Government of the Republic of Bulgaria and UNICEF, as the specialized UN agency responsible for children's rights, started the implementation of a new Country Programme for the period 2023-2027. The overall goal of the Country Programme is to ensure that girls and boys, young children, and adolescents, especially the most vulnerable, have a better start in life, are safer and receive better support to develop their full potential. The key programme priority areas include:

- ECD and Child Protection
- Quality & Inclusive Education and Adolescent' Empowerment
- Social Inclusion & Child Rights Monitoring.

On 12 May 2023, the Council of Ministers (CoM) of the Republic of Bulgaria approved the Country Programme Action Plan (CPAP) 2023-2027 and the Two-year Rolling Work Plan 2023-2024 between the Government and UNICEF (Decision of the CoM No368). The key interventions in the areas of migration, violence against girls, boys and women and access to justice, include:

- Enhancing the care and protection for refugee and migrant children, including unaccompanied and separated children (UASC), and caregivers from both Ukraine and other countries such as Syria, Afghanistan, etc.
- Provision of support for the provision and scale-up of specialized and integrated services to prevent and respond to violence against girls, boys and women (the model of Child Advocacy Centres "ZonaZaKrila");
- Strengthening on-line safety and protection for children through support for the provision of hotlines and helplines services and other on-line instruments and support for the implementation of the "WeProtect" national model & guidance for multi-disciplinary and co-ordinated actions to prevent and response to child sexual exploitation and abuse (CSEA));
- Strengthening national and local capacities for effective prevention, protection and cross-sectoral support to children and caregivers through support for development of training curriculum and modules related to child rights and protection; capacity building and provision of expert support related to child rights and child protection.

Purpose for the job:

The Innovation Officer supports the Deputy Representative and programme team in scoping, developing, and managing strategic initiatives which help increase access to innovative products and services (in the areas of climate, education, early childhood development, emergency, preparedness and others) for disadvantaged communities in Bulgaria. For these selected work areas and initiatives, the incumbent will support in the development of a strategy as well as implement this through the creation of workstreams, workgroups and governance structure. In addition, the incumbent will run a series of Product Innovation projects within the relevant strategic initiatives. On top of that, s/he will work in a dynamic environment that will allow to get hands-on experience with strategic governance of projects that can lead to change the lives of children and address efforts in both refugee crises and development context. The incumbent works closely with UNICEF Bulgaria team, as well as UNICEF Office of Innovation, and where appropriate, country offices, regional offices and other UN agencies.

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

Summary of key functions/accountabilities:

- Together with the programme team, identifies and scopes strategic initiatives for product and service innovation (in the areas of climate, education, early childhood development, emergency, preparedness and others), which can benefit from structured implementation initiatives.
- For identified strategic initiatives, works with relevant units and sections to ensure the necessary efforts and projects are initiated for implementation of the strategy.
- Manages ongoing workgroups and governance for these key strategic work areas ensuring smooth cross-divisional collaboration.
- Scopes and transitions any resulting Product Innovation Projects from inception to the relevant product innovation portfolios.

- Supports in developing the innovation culture in the office for UNICEF to remain a thought leader within the space of leveraging product innovation to improve the lives of the most disadvantaged children.
- Any other duties or assignments as agreed during the assignment relevant to the product innovation and service.

Innovation, knowledge management and capacity building

- Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
- Research and report on best and cutting-edge practices for development planning of knowledge products and systems.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

Communication and Partnerships

- Facilitate or contribute to integrated planning of research, monitoring and evaluation activities within the Country Office, with national partners, the UN Country Team and the wider international community, in the context of internal office management plans, the country programme process, the UNDAF and sector wide approaches respectively, in consultation with child-right partners.
- Facilitate or contribute to joint monitoring and evaluation activities with national partners, the UN Country Team and the wider international community, wherever possible in the context of the above processes.
- Provide technical support to Country Office staff and national partners on data collection, data management and data analysis for basic monitoring and evaluation.
- Provide synthesis of M&E results to the country office senior management, the Country Management Team and key programme and operations staff.
- Ensure that evaluation recommendations are communicated to the relevant partners for implementation, with advice on the Implementation Plan and follow-up action for future programming.
- Facilitate learning from the results of monitoring and evaluation within the Country Office and more widely within UNICEF in the region and globally, as well as among national partners and other key stakeholders, engaging more expertise from knowledge institutions.

Ensure knowledge management and capacity building

- Document tested innovation projects and processes and ensure effective sharing and generation of knowledge around innovations in the Country Office as well as with UNICEF global innovation network.
- Represent the Country Office in the UNICEF global innovation network for information sharing and leverage experiences of innovation colleagues in other Country Offices as well as at the global level. Research and report on best and cutting edge practices for development planning of knowledge products and systems.
- Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

IV. Scope of Role

Acts in a support role for substantive part of the functional areas of in the small or medium country office.

- The nature of work is primarily conceptualization, analysis, interpretation, and problem identification, leading to drawing methodical conclusion and making analytical/operational recommendations. The work requires assuming active team member or substantive contributor role.
- The work requires efforts to build partnership for engagement with counterpart and immediate customers, as well as ability to liaise with knowledge institutions.
- The results of work is more of individual contribution and a team member, and take the form of professional work and standard services timely and consistently delivered.
- Performance is measured by the scope of functional/technical areas, professional foundation, the degree and quality of engagement, supportive efforts, exposure to risk, responsiveness, working relations with colleagues and collaborators in the same field of work or clients in the direct contact.
- The impact of work affects delivery of products/services, as well as performance of systems, processes and team(s).

V. Competencies and level of proficiency required

Core Values attributes

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

Core competencies skills (please make sure to adjust competency levels depending on supervisory responsibilities)

- 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)

VI. Recruitment Qualifications

Education:

A university degree (Bachelor's) in one of the following areas: Policy, Business Administration, Business Studies, Communication, Social Sciences, or a field relevant to the management of processes and/or product innovation or related fields is required.

Experience:

- Minimum two (2) years of progressive relevant professional experience in project management of different areas of operations is required.
- Experience in product innovation is an asset.

	<ul style="list-style-type: none"> • Work experience in programme development and implementation will be an asset. • Experience working in an EU member state or the European Economic Area is considered as an asset. • Motivated to contribute towards the rights of children, peace and development, and to serve others. • Good interpersonal, networking and communication skills. • Willingness to contribute and work as part of a team. • Flexible and open to learning and new experiences. • Respect for diversity and adaptability to other cultures, environments and living conditions.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.