

UNITED NATIONS CHILDREN'S FUND (UNICEF) JPO Request Form



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;
- ✓ Field mission and/or stretch assignment during and after the 2nd year are encouraged

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

- ✓ Opportunity to participate in division-wide trainings, for example on technology for development, digital transformation and data visualization
- ✓ Opportunity to work on the next frontier of development, with exposure to areas such as digital learning, real-time monitoring, frontier technology, big data analysis etc.

The JPO position is based in UNICEF's new Digital Centre of Excellence (DCOE), part of the Division for Information and Communication Technology (ICTD). Established in 2022, DCOE is a global headquarter function that drives digital impact in programming across all UNICEF Goal Areas (including health, education, social protection). DCOE is a new, agile and growing team that partners with all programme sections, UNICEF's global Office of Innovation and other parts of ICTD.

The incumbent will have career prospects in the emerging field of digital impact/ technology for development that leverages digital solutions for the diverse programmatic areas of UNICEF. Many offices have established or are in the process of establishing dedicated Technology for Development roles to support their country programmes.

The supervisor, Fui Meng Liew, Chief of Digital Centre of Excellence has extensive supervisory experience, including 7 years in UNICEF. She has been engaging and coaching young talent and managed to attract two JPOs to her team already; one has successfully transitioned into a staff role in 2023 with promotion to the P3 level.

The post is envisaged to start in the Digital Centre of Excellence for the first year, then for the second year to move to a Country Office/Regional Office to get exposure to both the global projects and local initiatives as well.

Information and living condition of Duty station:	
General Information	<p>Nairobi is now one of the most prominent cities in Africa politically and financially. Home to thousands of Kenyan businesses and over 100 major international companies and organizations, including the headquarters of United Nations Environment Programme (UNEP), UN-Habitat and the main coordinating and headquarters for the UN in Africa & Middle East, the United Nations Office in Nairobi (UNON), Nairobi is an established hub for business and culture.</p> <p>Nairobi is a key duty station for digital programming and innovation in the United Nations. Digital teams of a broad range of agencies, including UNEP, UN-Habitat, UNHCR and WFP are based in Nairobi. Often called the “Silicon Savannah”, Nairobi has a vibrant technology and innovation scene and attracts startups and digital entrepreneurs from the African continent and beyond.</p>
Security	The Security Level in Nairobi is classified as Moderate (Level 3) as per the UN security management system in Kenya. Terrorism is one of the security challenges to UN operations in Nairobi.
Housing	Different types of long-term accommodation are available in Nairobi: standalone houses, houses in gated compounds, apartments. These could be furnished and/or fully serviced, or unfurnished. Advertisements of rental opportunities are also posted at UNON Bulletin Board: http://www.unon.org/motd .
Schools & Childcare	Most of international staff's children attend international schools with an academic system that is widely recognized abroad. International schools often include a kindergarten and pre-school classes (sometimes even a nursery) for younger kids. It is advisable to ask your embassy in Nairobi which schools your compatriots prefer for their kids.
Work for spouses & partners	Spouses need to apply for a work permit with the Kenyan authorities. There are employment opportunities in other development and humanitarian agencies, NGOs and similar.

Reporting line of the JPO
The JPO will report to the Chief, Digital Centre of Excellence, who reports to UNICEF's Chief Information Office (CIO), the Director of the ICT Division.



UNITED NATIONS CHILDREN'S FUND Technology for Development (T4D) Officer

I. Post Information

Job Title: **Digital Impact Officer**
Supervisor Title/ Level: **Chief, Digital Centre of Excellence – P5**
Organizational Unit: **Information and Communication Technology Division (ICTD) – Digital Centre of Excellence (DCOE)**
Post Location: **Nairobi, Kenya**

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. In UNICEF's new Strategic Plan 2022-2025, digital transformation is identified as a fundamental change strategy towards results for children. Digital technologies offer tremendous potential to increase the impact of UNICEF's programming, for example in areas such as education and health.

Strategic office context:

The Digital Centre of Excellence (DCOE) was created to accelerate the use of digital technologies for programming in UNICEF and creating results for every child, everywhere. As a global and cross-sectoral function, it supports the achievement of all of UNICEF's goal areas, including emergency and humanitarian response. DCOE is a highly strategic function in the organization, that partners with headquarter's divisions, UNICEF's seven regional offices as well as country offices and the Office of Innovation. Established in 2022, DCOE is an interdisciplinary team including development practitioners and technologists – all who are passionate about unlocking the potential of technology for every child.

DCOE works with partners at global, regional and country levels to tailor, implement, track and provide insights on the success of scale up innovation and programmatic initiatives. DCOE has three main areas of work:

- Scale-up proven digital solutions (including digital public goods) for programming impact
- Capacity building for how to use digital solutions in programming, including through guidance and tools
- Management of partnerships with the technology sector, companies, donors and other development actors on digital development

As the DCOE is a new and growing team with an ambitious mission to deliver impact for children, the JPO funding will be critical to advance the use of technologies for every child. As an agile and innovative team, the DCOE will provide many opportunities for the Digital Impact Officer to contribute to digital programming in UNICEF across all thematic sectors. The JPO position in DCOE presents a unique opportunity to work in a highly strategic global function while being based in Nairobi, close to UNICEF's core programming.

Purpose for the job:

Under direct supervisor of the Chief Digital Centre of Excellence (P5) the Digital Impact Officer provides professional, technical, operational, and administrative support in the identification, assessment, and integration of technology into UNICEF programming. The Digital Impact Officer works closely with Programme staff and in close liaison with the Regional Digital Impact teams and the Office of Innovation, where applicable.

The Digital Impact Officer is responsible for coordinating and facilitating the mainstreaming effort, and for strengthening internal capacity to lead and support digital programming and Digital Public Goods related projects, identifying and engaging with key partners, identifying reusable and replicable technical building blocks and maximizing potential for scale-up.

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

1. Manage the T4D function and provide technical and programmatic support
2. Policy and strategic development for digital impact in programming
3. Engage and maintain partnerships and networks
4. Digital capacity building and knowledge management

1. Manage the T4D function and provide technical and programmatic support

- Business Relationship Management: Support Business and Programme Relationship services to define high-level requirements; document and match requirements and guide the design, development and deployment of appropriate digital solutions including digital public goods.
- Portfolio and Project Coordination: Support deployment of a portfolio approach to solutions prioritized for UNICEF programming
- Support and assist design of digital programming interventions: Provide support and technical assistance to the regions and countries in the identification, selection, concept design, deployment and sustainability of digital programming interventions

2. Policy and strategic development for digital impact in programming

- Digital Development and Technology Innovation Strategy: Support the digital development and technology innovation strategy for the regions; including assessment of digital programming gaps, opportunities and scale-up strategy in support of CO priorities.
- Quality Assurance and compliance with digital programming best practices: Support development and quality assurance during planning and deployment of digital programming initiatives; participate in establishing and maintaining standards, documentation and support mechanisms

3. Engage and maintain partnerships and networks

- Proactively build and strengthen strategic partnerships through networking and advocacy with governments, UN system agency partners, donors, internationally recognized institutions, NGOs, funding organizations, research institutes and the private sector to build and provide a space to nurture and test new and innovative technologies and build local capacity.
- Contribute to UNICEF's engagement in key multistakeholder initiatives and UN-wide initiatives related to digital, including for example UN 2.0, UN Digital Community, Digital Public Goods Alliance, etc.
- Support identification of opportunities for resource mobilization and new partnerships.
- Support the preparation of communication materials for advocacy and raising awareness for UNICEF's digital programming.

4. Digital capacity building and knowledge management

- Lessons learned: Identify, capture, synthesize and share lessons learned from T4D for integration into broader knowledge development planning, advocacy and communication efforts.
- Landscape mapping: Maintain an inventory of Technology and Innovation interventions, assets, resources and networks.
- Provide training to stakeholders and end-users: Lead capacity building initiatives to enhance the competencies, capacity, and knowledge within the programmes on digital development.
- Develop thought leadership and knowledge management around digital programming and gender, ensuring that digital interventions contribute to gender equity and do not deepen digital divides

IV. Impact of Results

As a key cross-functional change strategy identified in the UNICEF Strategic Plan 2022-2025, digital transformation contributes to the achievement of results in all of UNICEF's goal areas. The whole-of-UNICEF digital transformation (DX) strategy defines the KPIs for UNICEF's digital programming work. By improving how we scale and implement digital tools in our programming, UNICEF will reach more children with better services, including in health, education, child protection and social protection. DCOE is the key function to drive scale in digital programming.

The skills and knowledge of the Digital Impact Officer will directly contribute to the achievement of UNICEF's digital programming objectives and thus results.

V. Competencies and level of proficiency required

Core Values attributes

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

Core competencies skills

- Builds and maintains partnerships
- Demonstrates self-awareness and ethical awareness
- Drive to achieve results for impact
- Innovates and embraces change
- Manages ambiguity and complexity
- Thinks and acts strategically
- Works collaboratively with others

Functional Competencies:

- Analyzing (2)
- Applying Technical Expertise (2)
- Formulating Strategies and Concepts (2)
- Learning and Researching (2)
- Planning and Organizing (2)

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: Business Administration, International Development, Software Engineering, Systems Engineering or related field.
Experience:	<p>A minimum of two years of professional experience in one or more of the following areas is required: ICT/digital/technology strategy design and implementation, design thinking, strategy consulting.</p> <p>Experience with large scale projects including ICT, mobile and web-based technologies, particularly designing or deploying tools in the public sector, including in LMICs is desirable.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
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.