



UNITED NATIONS CHILDREN'S FUND  
JPO Request Form



*Otoxha, Belize, 2024. UNICEF. FrankDejongh*

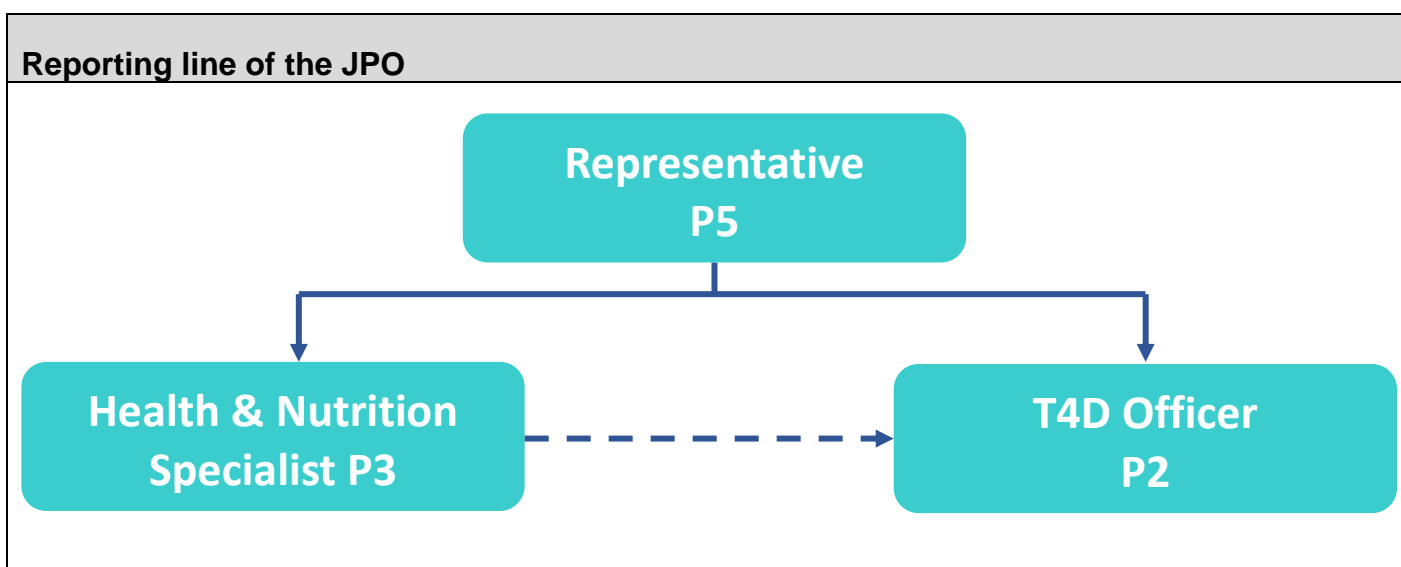
**Training and Learning Plan**

- ✓ 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 2<sup>nd</sup> year

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

- ✓ Regional trainings in the area of social policy and social protection
- ✓ Regional network and other meetings in the area of social policy and social protection
- ✓ Mandatory Agora trainings
- ✓ Learning opportunities as per the Office Learning and Development Plan

Information and living condition of Duty station: [For Filed Office locations only]	
General Information	Belize is a Caribbean country located on the northeastern coast of Latin America. Formerly a British colony, known as British Honduras, Belize gained its Independence from the United Kingdom on 21 September 1981. The country is bordered on the north by Mexico, on the east by the Caribbean Sea, and on the south and west by Guatemala. Majority of the population is of Creole African-descent and Latinos, along with diverse cultures and languages spoken, with English being the official language of Belize. Politically, Belize is a parliamentary multi-party democracy and a constitutional monarchy, as it remains a member of the Commonwealth. Tourism and Agriculture are the major industries contributing to the economic development. Belize City is the duty station for several UN agencies, with UNICEF's presence since 1954. Belize has a tropical climate with pronounced wet and dry seasons, although there are significant variations in weather patterns by region.
Security	While Belize is a beautiful, sunny, affordable and easygoing haven, it also has its challenges in areas of local crime with the Security Level classified as Moderate (Level 3) as per the UN Security Management System. Major concerns and law enforcement revolve around criminal activities engaged in gang violence and drug-related crimes.
Housing	Housing and accommodation in Belize City are available through apartments, standalone houses, and gated community homes. They may be furnished and/or fully serviced or unfurnished. Rental options and leasing arrangements can be made based on commodities and amenities requested with a residential security clearance provided by the UN Agency.
Schools & Childcare	The Belizean Education system is generally based on British curriculum and divided into 6 standards (8 years) in Primary education, and 4 forms of secondary education. There are both Government and private schools as available options. Admission and enrollment procedures vary from school to school. Space is often limited, and preference may be given to students based on nationality. Tuition tends to be costly based on local standards, but offers high standards of learning, boasts smaller class sizes, with extracurricular activities and facilities available for students. A list of licensed childcare facilities can be found <a href="#">here</a> .
Work for spouses & partners	Employment opportunities is limited but available, dependent on the area of expertise. Spouses for internationals require a work visa, which is completed through the hiring organization and the Labour department. However, volunteer work does not require any approval.





## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: JPO Technology for Development Officer  
Supervisor Title/ Level: Representative, P5  
Organizational Unit: Programme  
Post Location: Belize City, Belize

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:

UNICEF Belize's current Programme Document was approved in February 2022, for a period of five years, from 2022 to 2026. Its goal is to support the Government of Belize (GOB) and other national partners in achieving equitable outcomes – for children of all families – that address policy, systems and access to and demand for climate-smart and gender-responsive services. It is aimed at helping Belize to recover from the impact of the COVID-19 pandemic and accelerate results for children while building resilience to further shocks and addressing development deficits.

The country programme has three components: (a) every child, including adolescents, is protected from violence, exploitation, abuse, neglect and harmful practices; (b) every child, including adolescents, learns and acquires skills for the future; (c) every child including adolescents, survives and thrives, with access to nutritious diets, quality primary health care, nurturing practices and essential supplies and has access to inclusive social protection and lives free from poverty.

Cross-cutting issues, such as gender equality, climate change and disaster risk reduction, are embedded in programme design and focus on the most disadvantaged, girls and boys; those living with disabilities; those living in crime hotspots; children affected by emergencies; child migrants; and children living in poverty and/or children living with other socioeconomic disadvantages, and their families.

The JPO will work in the Digital Technology and Innovation section formerly known as Information and Communications Technology (ICT) section to support UNICEF programs on Digital Transformation (DX) and Innovation(I). DXI covers two strategic change enablers for UNICEF's current Strategic Plan for 2022-2025. In

this role the JPO will perform Business Analysis of DXI projects that are conceptualized in UNICEF programs and operations including in the areas of Health, Education, Child Protection, Social Protection, WASH, Climate and in internal operational areas. The incumbent will also provide support on data related projects like Business Intelligence, Developing Dashboards, Databases design etc. The incumbent will also perform technical writing of various kinds like drafting concept notes, terms of references for deliverables for vendors, presentations on different topics etc.

The JPO will have an excellent opportunity to apply his/her skills and knowledge on Digital Transformation and Innovation for uplifting condition of children both in development and humanitarian context. This is a unique opportunity to learn how digital technology is practically applied for different uses case to strengthen national systems as part of e-Governance to manage and deliver services to children who are the future of all nations. These learning will certainly boost the career prospect of the JPO in many sectors including UNICEF, UN in general, public and private sectors. At the same time the office will benefit from the fresh minds and approaches of the JPO.

### **Purpose for the job:**

Under the guidance of the supervisor and based on established policies, guidelines and procedures, the Technology for Development Officer will oversee and support demand for Technology for Development programmatic needs. UNICEF programmes increasingly leverage digital means for effective programme delivery, systems strengthening and monitoring. The T4D Officer supports programme teams in the identification, assessment and integration of ICT and digital innovation into UNICEF programming; strengthening internal capacity to support T4D related initiatives; identifying and engaging with key partners; building and maintaining business relationships; applying reusable and replicable technical buildings blocks; and maximizing the potential for the scale-up and sustainability of technology and digital innovation for UNICEF programming.

The T4D Officer works closely with Programme staff and in close liaison with the Regional Office ICT and T4D teams, and the central ICT Division where applicable.

Working at UNICEF Belize as a Technology for Development Officer presents an exceptional career opportunity to be part of the ongoing revolution in the use of digital transformation to advance child survival and development in achieving impacts at scale leaving no child behind, which is the focus of UNICEF's new Strategic Plan for 2026-2030. At the country level, UNICEF Belize supported the government in introducing various digital technologies in health, nutrition, child protection, emergency, and education to improve the quality of services which requires to be scaled up and sustained. Under the direct supervision of a P5 Representative—an experienced leader in managing young professionals—and through matrix management by a P3 Health and Nutrition Specialist with over 20year in health and nutrition system strengthening and convergence programming at UNICEF, the JPO will gain valuable knowledge and experience to foster professional growth. UNICEF Belize is committed to retaining the JPO following successful performance, underscoring its dedication to career development.

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

#### **Summary of the key functions, accountabilities and related duties or tasks include:**

1. Digital/Data Solution Implementation
2. Strategic Oversight and Policy Compliance
3. Resource Mobilisation
4. Portfolio Coordination and Project Management
5. Knowledge Management

6. Digital Capacity Building
7. Digital Innovation
8. Business Analysis

## **1. Digital/Data Solution Implementation**

### *Support and Design of T4D Interventions*

- Provide technical support to the Country Office in the identification, selection, concept design, deployment and sustainability of T4D interventions to address bottlenecks towards the achievement of programme results.

### *Solution Procurement and Evaluation*

- Provide inputs into the review of technical solutions to ensure UNICEF standards and Technology Playbook are followed; contribute to project management processes, generation and review of terms of reference and vendor selection.

### *Deployment Advice and Support*

- Assist with implementation strategy of digital technology initiatives, including technical oversight, troubleshooting and the documentation of challenges and resolutions.

## **2. Strategic Oversight and Policy Compliance**

### *Digital Development and Technology Innovation Strategy*

- Support implementation of the technology and digital innovation strategy for the Country Office. Bring visibility to T4D gaps, opportunities and scale-up strategy in support of Country Office priorities.

### *Quality Assurance*

- Monitor development and quality assurance during planning and deployment of T4D initiatives; participate in establishing and maintaining standards, documentation and support mechanisms for T4D.

### *ICT Emergency Preparedness and Response*

- Support the ICT emergency preparedness activities within the Country Office as frequently as required by the office. Support creation of the Country Office level disaster recovery plan and utilise ICT emergency preparedness checklist.

### *Compliance with T4D Best Practices*

- Participate in Country Office T4D Governance Committee and support compliance of T4D initiatives with the Principles for Digital Development (<http://digitalprinciples.org/>) and UNICEF Technology Playbook.

## **3. Resource Mobilisation**

### *Proposal and Donor Development*

- Identify and explore opportunities for resource mobilisation and new partnerships. Assist proposal and donor development efforts.

### *Provide Advice and Support to Programme Partners*

- Provide inputs to technical and operational support to a wide range of stakeholders and partners on UNICEF policies, practices, standards and norms on technology for development.

### *Document Localized Partners and Profiles*

- Maintain catalogue of country specific T4D partners and their profiles/areas of engagement to promote and enhance UNICEF goals for outcomes for children through Technology for Development.

## **4. Portfolio Coordination and Project Management**

### *Portfolio Coordination*

- Work closely with the Regional Office in deploying a portfolio approach and developing a digital roadmap for adapting common solutions prioritised for UNICEF programming (e.g. Digital Public Goods). Use UNICEF's INVENT global online portfolio for T4D and innovation to record solutions and their status.

### *Project Management*

- Monitor initiatives to ensure timely delivery throughout the lifecycle from assessment through to implementation and ongoing operations, while ensuring consistent stakeholder engagement.

## **5. Knowledge Management**

### *Share Lessons Learned*

- Identify, capture, and share lessons learned from T4D for integration into broader knowledge development planning, advocacy and communication efforts.

### *Monitoring, Evaluation and Learning*

- Work with Planning, Monitoring and Evaluation to ensure documentation and clear monitoring and evaluation mechanisms for innovation and T4D projects including baseline data collection, on-going monitoring, as well as first phase data collection and analysis.

### *Contribute to Peer Support Networks*

- Contribute and share to regional and global digital development and technology innovation networks and activities.

## **6. Digital Capacity Building**

### *Utilise Data for Evidence Generation*

- Support the identification of data needs of programmes and partners and propose solutions. Support capacity building of programme staff and partners in analysing the large amounts of data generated through T4D initiatives including the use of data visualization techniques and analytics tools.

### *Guide Stakeholders and End-users*

- Participate as resource person in capacity building initiatives to enhance the competencies, capacity and knowledge within the programmes on digital development. Guide UNICEF staff, partners, government counterparts and other end users in digital development and technology innovation.

## **7. Digital Innovation**

### *Identify and Assess New Technology and Digital Innovations*

- Support programme sections to identify and assess new T4D initiatives, or new phases of on-going initiatives, with immediate potential to improve UNICEF programming. Assist programme sections to identify significant product, organizational and process opportunities.

### *Build Awareness around Innovation and Frontier Technology*

- Support the development of staff capabilities in using frontier technology and innovations such as UAVs, wearables, IoTs, mobile money, blockchain etc. Maintain updated knowledge of the latest trends and developments.

## **8. Business Analysis**

### *User Centric Design*

- Utilise human/user-centric design methods to support user-acceptance testing, evaluation, documentation and analysis (e.g. design thinking)

### *Landscape Mapping*

- Maintain an inventory of Technology and Innovation interventions, assets, resources and networks.

## **IV. Impact of Results**

The scale-up of UNICEF T4D's strategic integration in programming and digital innovations has allowed UNICEF to effectively support programme partners in closing gaps to meet children's needs, often under complex environments, and in line with existing national systems.

Any failures not properly addressed or corrected by the T4D Officer will have high operational and damaging impact to UNICEF offices. The absence or lack of a sound management of the T4D Officer's functions will affect UNICEF's ability to support local counterparts and implementing partners and potentially affect UNICEF ICT globally and possibly have legal or financial repercussions affecting UNICEF's brand and reputation.



## V. Competencies and level of proficiency required: (based on UNICEF [Competency Framework](#))

### Core Values

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

### Core competencies skills

- 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 Degree or equivalent) is required in Digital Transformation, Business Analysis, ICT Management, Computer Science, Innovation, Digital Development, International Development or another relevant technical field.
Experience:	<p>A minimum of 2 years of professional experience in information communication technology for development (ICT4D) in a large international organization or corporation is required, including:</p> <ul style="list-style-type: none"><li>• Experience identifying, designing and implementing solutions for large-scale projects with technical components</li><li>• Experience coordinating the work of external vendors and software developers and experience supporting business analysis, budgets, contracts, project management and procurement</li><li>• Experience with ICT, mobile and web-based technologies, particularly designing or deploying tools appropriate to the region</li></ul>

	<ul style="list-style-type: none"> <li>• Exposure to UNICEF, UN or other INGO programmatic areas, including in health, nutrition, child protection and education</li> <li>• Experience applying technical solutions to address programmatic issues</li> </ul> <p>Experience in the following areas is desirable:</p> <ul style="list-style-type: none"> <li>• Experience in Open Source, mobile and emerging technology applied to UNICEF programme areas</li> <li>• Experience with RapidPro, Primero, DHIS2, ODK and other digital public good technologies, and deploying, maintaining and scaling these technologies</li> </ul>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Spanish) is considered as an asset.

VII. Child Safeguarding	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point or investigator (OIAI)?	No
Is this post a direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?	No
Is this post a child data role in which the incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data or photos?	No
The selected candidate for the position will be required to engage with vulnerable children?	No