

Position Specification

UNICEF

Deputy Executive Director, Field Results Group

February 2019

Private and Confidential

Introduction

This specification should be read in conjunction with information on UNICEF's website at: <https://www.unicef.org/>

Henrietta Fore took office as UNICEF's seventh Executive Director (ED) in January 2018. She is leading the organisation in the delivery of its highly ambitious strategy. The recruitment of a new Deputy Executive Director, Field Results Group is a key appointment to the Executive Team at UNICEF. Reporting directly to the ED, this person will play a vital role in the organisation, overseeing and enhancing UNICEF's achievement of results and expanding and scaling up innovations for maximum impact on children.

UNICEF

UNICEF works in 190 countries and territories to protect the rights of every child. UNICEF has spent 70 years working to improve the lives of children and their families. Defending children's rights throughout their lives requires a global presence, aiming to produce results and understand their effects. UNICEF believes all children have a right to survive, thrive and fulfil their potential – to the benefit of a better world.

UNICEF is supported entirely by the voluntary contributions; governments, non-governmental organisations (NGOs), and foundations donate around 70%, with corporations and private individuals making up the remaining 30%. UNICEF receives no funding from the assessed dues of the United Nations. Most of the fundraising is done by UNICEF's 36 national committees, autonomous NGOs of which UNICEF USA is the oldest.

Field Results Group

The Field Results Group (FRG) was established in late 2014 by the Executive Board, under the guidance of the Deputy Executive Director (DED) for Field Results, to co-create policies, procedures, performance management systems, and tools to enhance quality of programming results for children in the field. In 2017, FRG continued to pursue the challenge of fostering an organisation-wide culture of results for children and to positively impact children's well-being by improving efficiency, accountability, processes, policies, and procedures.

FRG comprises some 30 staff and seeks to focus on steering and enabling organisational culture change in programming for at scale demonstrable results. FRG draws and distils knowledge and expertise across the organisation, particularly the field, into simpler programming, implementation and reporting and accountability solutions and systems. Interaction with senior management and field colleagues have summed up expectation of FRG

as a group of 'analytical minds, think tanks, critical leads' to drive the positive change for results.

Office of Innovation

UNICEF has been innovating for children for more than 60 years. Innovations support the organisation's 135+ country offices in finding solutions for the world's most vulnerable children. The UNICEF innovation work includes both policy and practice of innovation in UNICEF, and the larger UN. Innovation in UNICEF is defined as "doing something new or different that adds value." Innovation is a cross-sectoral function that enhances programme and development effectiveness as well as management and is guided in all contexts by UNICEF's Innovation Principles. UNICEF is engaged in testing and scaling up new partnerships, technologies, and collaborations in some of the world's most difficult operating environments.

In January 2016, the Executive Director established UNICEF's Office of Innovation in order to establish UNICEF's innovation functions in one office and leverage the increasing initiatives across UNICEF. Comprising some 19 staff, the Office of Innovation's specific accountability is to:

- Identify and scale-up successful innovations worldwide
- Engage and inspire external stakeholders
- Foster South-South and North-South cooperation

Supply Division

UNICEF procures and delivers over \$3 billion annually in supplies and services that are critical in fulfilling children's rights to health, education and protection. UNICEF's Supply and Logistics headquarters in Copenhagen ensures that affordable life-saving supplies are available in the right quantity and of the right quality, wherever children are in need. The Division comprises approximately 400 staff. As well as supporting UNICEF's ongoing programmatic activities, the Supply function provides rapid supply response to emergencies.

Strategies to achieve results for children focus on influencing global markets for supplies, product innovation and supply chain strengthening. Cross-cutting strategies in monitoring, evaluation, partnerships with health and development organisations, governments and the private sector, and establishing learning opportunities for staff are also critical areas that enable Supply Division's work.

The Role

The Deputy Executive Director (DED), Field Results Group advises and assists the Executive Director of UNICEF in the oversight of UNICEF's management for field results. On behalf of and together with the Executive Director, and through the Regional Directors, the DED Field Results Group will oversee the achievement of results for children at the country level, and advise the organisation on corporate direction to enhance the achievement of results.

The DED Field Results Group will have oversight over innovations, with a focus on expanding and scaling up innovations for maximum impact on children. The DED Field Results Group will oversee the supply and logistics operations. In collaboration with the three other Deputy Executive Directors, the DED Field Results Group assists the Executive Director and contributes to setting the general directions for UNICEF in terms of UNICEF programmatic goals, visions, positions, policies and strategies.

Duties and Responsibilities

In that capacity, and in close coordination with and under the direction of the Executive Director, the DED's overall responsibility will include:

- Oversight of Regional and Country Offices on regular management issues. Enhance and help coordinate interactions of other Deputy Executive Directors with the Regional and Country Offices.
- Lead the development, implementation and periodic review and update of the corporate innovation strategy.
- Guide, supervise, coordinate and monitor the Office of Innovations. With the Office of the Executive Director and the Secretary of the Executive Board, prepare work plans and recommendations to the Executive Board in the area of Innovations.
- Responsible for the effective coordination of inter-office/inter-divisional reviews and advice on basic policy and management matters relating to UNICEF's Regional Offices operations.
- With Supply Division, lead and guide organisational efforts to influence and shape research, production and marketing of products for children.
- Maintains a strong liaison with other Deputy Executive Directors for consistency of policies and normative programme and operational guidance from HQ. Plans and guides organisational development in order to maintain the effective balance between Regional Office and HQ perspectives.
- Represent the Executive Director/UNICEF at high level events and forums.

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- Support effective partnership and UNICEF's engagement with key institutions/entities with continent-wide, regional, multi-sectoral role for promoting innovative solutions for children.
- Coordinate in close collaboration with the senior executive team, the development of new innovation models as they evolve, to match the challenging needs of countries based on their economic and social development.

Candidate Profile

The successful candidate will be an exceptional leader and manager of people and innovation. She/he will bring a strong analytical mind. She/he will carry authority based on relevant substantive expertise and experience in programme countries. She/he will possess or acquire a clear understanding of UNICEF's strategy and will impart a compelling vision for its realisation and the enhancement of its work.

Essential Qualifications

- Advanced university degree or equivalent in economics; business or public administration; public finance; international relations; social sciences or humanities.
- Fluency in English is required. Working knowledge of another official UN language is a distinct advantage.

Essential Experience

- At least twenty years of professional experience in post of increasing managerial responsibility in international, national or private sector, and NGOs.
- Demonstrated ability to work in a multicultural, multi-ethnic environment and commitment to UNICEF and its vision.
- Excellent organisational, interpersonal and communications skills.
- Experience in business.
- Knowledge of UNICEF's mandate, operations and systems/networks.
- Extensive experience in leading and managing programmes in both development and complex emergency environment, strongly preferred.
- Commitment to supporting the successful implementation of the SDGs, working with a diverse group of partners to see that the Goals deliver results for every child and for generations to come.
- Working experience in developing countries desirable.
- In-depth understanding of technology and knowledge of transformative products, services and platforms.
- Knowledge of identifying, sifting and implementing innovations.

Competencies

The core competencies required for the role are:

Operational management skills

- Excellent political, diplomatic and organisational development skills, combined with a proven ability to succeed in a complex political, diverse and multicultural environment.
- Ability to conceptualise, innovate, plan and execute ideas as well as to manage projects.
- Exceptional management skills of people, finances and systems, with a proven capacity to motivate and lead a multi-disciplinary management team to achieve organisational goals according to a risk-aware implementation framework;
- Team-building ability, the capacity to instill a culture that values measurable achievement, mutual support, and compliance with organisational processes;
- An ability to make difficult decisions when required on organisational development, balanced by experience in constructive engagement with staff on change management processes and their value to the organisation as a whole.

Strategic capability

- A strong analytical and strategic mind and the ability to grasp the nature and direction of UNICEF's strategy and help shape it in the future;
- Strong capacity to distill and translate multifaceted and critical issues for organisational attention from the various regions and HQ divisions.
- An appreciation of the issues facing partners in programme countries and opportunities that exist to alleviate barriers to successful implementation of national programmes;
- Demonstrated ability to conceptualise, plan and execute ideas as well as to manage projects.
- A clear focus on organisational goals amid multiple competing risks and demands, and a capacity to prioritise effectively in order to deliver results.

Building Relationships and Using Influence

- Strong capacity to work effectively in inter-divisional teams.
- Ability to lead with an inspiring and cohesive vision that enhances empowerment balanced by accountability;
- Results-driven and people-oriented management approach with strong ability to influence, negotiate, and build networks and partnerships while improving systems, streamlining and simplifying processes.
- Ability to influence internally and externally through informed vision, political skill and networking;

- Ability to attract and persuade individuals and institutions to support the work of UNICEF with the resources and innovations the organisation needs to succeed;
- Diplomacy, flexibility, warmth and sensitivity, drive, passion and determination; and
- Cultural sensitivity and commitment to diversity and inclusion.

Leadership Style

- Dynamic leader with excellent interpersonal skills and collaborative leadership style.
- Smooth and effective leadership skills to achieve results in an organisation of highly motivated professionals with a diverse set of skills and perspectives;
- Ability to foster a culture of engagement and empowerment, convening and leading diverse constituencies from across the Confederation to achieve excellence;
- Commitment to encourage transparency, openness and mutual respect;
- Capacity to lead teams through complexity and change in a spirit of transparency and openness.
- Demonstrates Self-Awareness
- Ability to innovate and takes risks

Personal Attributes

- Strong inter-personal skills;
- Role model of ethical standards and integrity;
- Familiarity and ease with a variety of cultures and comfort with diverse groups;
- Strength of personality and robustness of intellect;
- Sound judgment combined with humility and a focus on personal development and continued learning.

Location

The DED will be based at UNICEF's headquarters in New York. She/he will travel extensively.

The working language of UNICEF is English, with many other languages spoken.

Term of Appointment and Performance Expectations

The anticipated initial term of appointment for the Deputy Executive Director (Field Results Group) is for two years. Employment is strictly subject to performance against an agreed set of criteria through an annual review process.

Salary and Entitlements

This is an ASG level position and comes with the associated salary and entitlements, including a rental subsidy and additional entitlements for eligible dependents.

How to apply

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organisation.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.

To apply, please follow this [link](#) to UNICEF's page. The closing date for applications is **29 March 2019**. If you have any questions regarding the job specification, please do not hesitate to contact one of the Russell Reynolds consultants from the list below.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

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