



## UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE (GJP)

### I. Post Information

Job Title: **Partnerships Specialist**  
Organizational Unit: **UNICEF Office**  
Post Location: **Various**

Job Level: **Level 3**  
Job Profile No.:  
CCOG Code: **1A10**  
Functional Code: **PAR**  
Job Classification Level: **Level 3**

### II. Job organizational 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.

#### **Job organizational context and purpose for the job :**

These jobs are found in Headquarters (HQ), Regional Offices (ROs) and Country Offices (COs), usually reporting to a more senior staff member within the field of partnerships.

The Partnership Specialist position's purpose is to deepen collaboration with key stakeholders and provide an interface for environmental scanning, knowledge exchange, resource mobilization, [corporate reporting](#) and policy influence within the scope of assignment. S/He may also serve as focal point and resource for colleagues on specific thematic areas of strategic relevance for partnership development. The key result is to ensure greater visibility for UNICEF and influence in support of its mission.

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

1. Implement the work plan for assigned area, in order to ensure timely and cost-effective delivery of results, in accordance with UNICEF's resource [mobilization and](#) partnership strategy.
2. Seeks and promotes new partnerships and resource mobilization, working with UNICEF colleagues to identify partnership and resource mobilization needs and broker resource mobilization agreements to meet those needs.
3. Receives and screens inquiries from potential collaborators and facilitates communication with appropriate UNICEF staff. Scans and scouts external environment within designated partnership area for opportunities and risks and shares information in a timely fashion with relevant UNICEF staff.
4. Provides strategic, logistical and programmatic support to senior management and other UNICEF staff in corporate engagement and interaction with assigned partners.
5. Develops and maintains deep knowledge and familiarity with current and prospective partners and relevant stakeholders, contributing to a database of key contacts and to UNICEF's base of knowledge on partnership and resource mobilization.
6. Expands UNICEF's network of key interlocutors to build stronger relationships between UNICEF and governments, other key-decision makers, regional development institutions, foundations, civil society organizations, international financial institutions and/or other relevant constituencies.
7. Develops and implements annual partnership engagement, resource mobilization [and donor reporting](#) plans.
8. Acts as a focal point for identification and pursuit of opportunities for outreach, engagement, policy influence and collaboration, including on how to anticipate and respond to partners' concerns and priorities, ensure that UNICEF's interests, perspectives, and knowledge are taken into account in relevant policy and institutional processes, and ensure that they are fully aware of UNICEF's perspectives, policies, priorities and capabilities. Contribute to the development and management of initiatives for high-level outreach, including for UNICEF's Senior Management.
9. Contributes to the development of new partnership and resource mobilization practices and approaches by formulating recommendations for action based on on-going monitoring, analyzing current trends within designated partners and formulating recommendations for strategy approaches and message development.
10. Contributes to strategies for engagement and the development of communications products to enhance UNICEF's visibility and influence with existing and prospective partners and key stakeholders by providing analysis of the current environment and trends and formulating recommendations for strategy approaches and message development. Works closely with UNICEF's colleagues to ensure that policy advocacy and outreach is strongly grounded in the experience and insights of the programmes that UNICEF's supports. Contributes written inputs for communications instruments that best inform and influence decision makers.
11. Performs other related duties as assigned by the supervisor to ensure the success of the team, including guiding, training, and coaching short-term staff, including interns and consultants, as needed.

## IV. Impact of Results

The Partnerships Specialist is a seasoned professional in the field of external relations, in particular partnership development and resource mobilization. The quality of work and external communications performed by the specialist directly impacts on the overall reputation of UNICEF. S/He follows established procedures but is expected to make recommendations on strategies for engagement and communications products. The Partnership Specialist is accountable for quality, substantive input and ability to project a competent and trusted image of UNICEF to partners.

## V. UNICEF values and competency Required (based on the updated Framework)

### i) Core Values

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

### ii) Core Competencies (For Staff with Supervisory Responsibilities) \*

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

### Core Competencies (For Staff without 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)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

## VI. Skills

- Diplomatic communication and negotiation skills to establish and maintain trusted

partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders.

- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.
- In-depth knowledge of partnership development and resource mobilization.
- Demonstrated ability to formulate new approaches in respect of resources management and outreach- related activities.
- Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes.
- Excellent communications skills, verbal and written.
- In-depth familiarity with political and governmental processes
- Ability to conduct sound policy analysis.

## VII. Recruitment Qualifications

Education:	An advanced university degree is required in one of the following fields: international relations, political science, communications, international development, or another relevant technical field.
Experience:	A minimum of five years of professional experience in one or more of the following areas is required: public affairs, programme management, resource mobilization, external relations, or other relevant area.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.