

Temporary Appointment Terms of Reference (TORs)

Title of the Post	Public Partnerships Specialist	Level of the Post	P3
Supervisor's title	Director	Supervisor's Level	D1
Contract Duration	11 months	Planned Start Date	01/04/2026

Background
<p>UNICEF promotes the rights and welfare of all children and adolescents in everything we do. Together with our allies, we work in 190 countries and territories to transform this commitment into practical actions that benefit all children, especially focusing our efforts on reaching the most vulnerable and excluded, worldwide. The UNICEF Latin America and Caribbean Regional Office is based in Panama, operating in 36 territories, including 24 country offices.</p> <p>UNICEF works to put the rights and well-being of the most disadvantaged children at the heart of the social, political, and economic agenda, in line with our equity focus, working across our organization and with our partners in government, civil society and the private sector to support shifts in public policy, fuel social engagement, and increase investment for children.</p> <p>For more information about UNICEF and its work, please visit: www.unicef.org</p>
Purpose of the Job
<p>Under the general guidance and supervision of UNICEF's PPD Washington, DC Office Director (North America and IFIs Pillar), the Public Partnerships Specialist will support the Director and overall Office/Pillar team and Congressional Liaison to position UNICEF as a partner of choice for the US Government, and to inform and educate the US Congress on UNICEF's programmes, to help sustain support for UNICEF. In addition to US Congressional and Government engagement and team support, the Public Partnerships Specialist will provide support with external engagements across diverse stakeholders, including Member States, NGOs/think tanks and UN partners. The incumbent will liaise directly with: Congressional staff, Member States, UNICEF National Committee staff and other non-governmental partners, UN agencies, UNICEF Headquarter Divisions and UNICEF Field Offices.</p>
Key Functions, Accountabilities and Related Duties and Tasks
<ol style="list-style-type: none"> 1. Drive Partnership, Advocacy & Resource Mobilization <ul style="list-style-type: none"> • Contribute to partnership and resource mobilization strategies for the United States, working with the U.S. National Committee and relevant UNICEF divisions. • Track and analyze U.S. government legislation, Congressional hearings, and policy developments that affect UNICEF's humanitarian and development programs. • Support the execution of the Congressional Engagement Strategy designed to maintain strong bipartisan support for UNICEF, grow existing funding, and identify new opportunities. 2. Support strategic engagement with U.S. government and other partners <ul style="list-style-type: none"> • Provide support for engagement with relevant US Government offices, preparing briefing materials, and following up on meetings with the Legislative Branch, and in support of UNICEF's Congressional liaison. • Monitor and analyze evolving relevant U.S. political developments and formulate advice for Management. • Develop policy papers, position briefs, and strategic advice to strengthen UNICEF's partnerships and influence.

- Liaise across internal and external networks to advance UNICEF's goals and promote cooperation with key stakeholders.

3. Support the Washington Office Director's External Engagement

- Coordinate and support the Washington Office Director's external engagement activities, including preparation of briefing materials, talking points, and correspondence for meetings with the US Government, diplomatic community and Member States, NGOs, think tanks, UN agencies and other stakeholders.
- Track follow-up actions and ensure timely responses arising from the Director's external meetings, maintaining continuity and momentum across key relationships.
- Help identify and prioritize emerging engagement opportunities that align with UNICEF's advocacy and partnership objectives.

4. Effectively manage partnership agreements

- Support funding analysis and contribution management, as requested, in close coordination with assigned team members, in a manner that is consistent with UNICEF Regulations and Rules in coordination with the UNICEF Legal Office, HQ divisions and field offices. Ensure appropriate management of negotiated contributions according to UNICEF Regulations and Rules.
- Provide quality assurance and support for contribution/grant management in close coordination with relevant internal offices.

To Qualify as an Advocate for Every Child, You Will Have

Education	An advanced university degree (master's or higher) in Social sciences, or related technical field. A first university degree (Bachelor's) in a relevant field, combined with 2 additional years of professional experience, may be accepted in lieu of an advanced university degree.
Work Experience	A minimum of five years of progressively responsible professional work experience at the national and international levels. Experience working within or liaising with the US Government, and specifically with the Legislative Branch, is an asset. In the cover letter, applicants should summarize relevant experience, including US Government / Legislative branch experience, grants management, and/or humanitarian affairs experience or knowledge.
Languages	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.

For Every Child, You Demonstrate

Core values of care, respect, integrity, trust, and accountability. UNICEF competencies in building 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 and nurtures, and, leads and manages people.

Approvals

Supervisor of the Post

Name	Yahav Lichner	Signature	
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Title	Director	Date	Click or tap to enter a date.
Human Resources			
Name	Lilian Mabonga	Signature	
Title	People and Culture Officer	Date	Click or tap to enter a date.
PPD Global Director			
Name	Mandeep O'Brien	Signature	
Title	Global Director	Date	Click or tap to enter a date.