



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

**I. Post Information**

Job Title: **Partnerships and Reporting Officer, NO2**  
Supervisor Title/ Level: **Chief Communications,  
Advocacy and Partnerships, P-4 (43383)**  
Organizational Unit: **Communication**  
Post Location: **Harare, Zimbabwe**

Job Level: **NO-2**  
Job Profile No.: **134047**  
CCOG Code:  
Functional Code:  
Job Classification Level: **Level 2**

**II. 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 organisational 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 position's purpose is to support the Partnership team and senior management in deepening collaboration with key stakeholders and helping to provide an interface for environmental scanning, knowledge exchange, resource mobilization, and policy influence within the scope of assignment. The key result is to ensure greater visibility for UNICEF and influence in support of its mission.

Positions at the P2/NOB level are considered as supportive roles to higher level professionals that are centered on providing research, analysis and recommendations . Therefore, while these positions contribute substantively to organization-wide strategies, they should also be considered as opportunities for incumbents to acquire professional expertise, organizational knowledge and exposure for further career advancement.

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

1. Contribute to the implementation of the Partnership Advocacy and Communication work plan, to ensure timely and cost effective delivery of results, and in accordance with UNICEF's partnership and resource mobilization strategy.
2. Build and maintain UNICEF's partnerships with public and private actors, by supporting the development and implementation of standards and guidance for UNICEF partnerships and resource mobilization efforts; formulation of work plans and strategies.
3. Support the development of frameworks and templates, and contribute to the drafting, review and quality assurance of donor proposals and budgets, partner agreements, amendments and donor reports for senior staff approval, ensuring full compliance with UNICEF rules, formats and donor requirements.
4. Maintain up-to-date information on partner and income trends, conduct donor mapping and monitor donor priorities, policies and funding opportunities, and analyse development assistance trends to inform resource mobilization strategies.
5. Manage the lifecycle of contribution agreements, including supporting timely contract signature, tracking key contractual milestones, and ensuring compliance with donor conditions and UNICEF policies and procedures.
6. Coordinate with relevant internal stakeholders (programme, finance, legal and partnerships teams) to ensure effective implementation of donor agreements, timely submission of donor reports, and adherence to contractual requirements and deadlines.
7. Help supervisor maintain effective relationships with public donors, private partners, UN agencies, host government and other partners, in order to keep them informed on key programme and partnership priorities.
8. Attend meetings with relevant partners and coordination forums, taking notes, sharing information, and supporting joint programmes to increase UNICEF's profile, and protect its interests.
9. Contribute to identifying opportunities and support the development of high-quality project proposals, concept notes and investment cases, including consolidating inputs from programme sections.
10. Assist with the preparation of information to provide to public and private partners on the strategy, design, relevance and impact of UNICEF programmes, including reviewing donor reports for quality, consistency and alignment with donor requirements and UNICEF standards prior to submission.
11. Conduct analysis of partner landscape, funding trends and internal resource mobilization performance to support strategic decision-making. Undertake research and systematic mapping of prospective donors and partners, including analysis of their priorities, funding history and strategic fit for UNICEF, and prepare briefing materials and presentations on funding trends, donor intelligence and partnership performance for management.

#### **IV. Impact of Results**

The incumbent gathers, analyses and reports information in a manner that draws out fact-based insights to inform approaches to partner relationships and support substantive discussion with partners. S/he captures relevant information and progress and ensures internal information sharing.

Accurate and timely information to partners will strengthen the credibility of the organization which in turn will result in trust and increase resources to the organization. Well analyzed and support to senior management can result in an increase of funding opportunities..

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

##### **i) Core Values**

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

##### **ii) Core Competencies**

- 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. Technical Competencies**

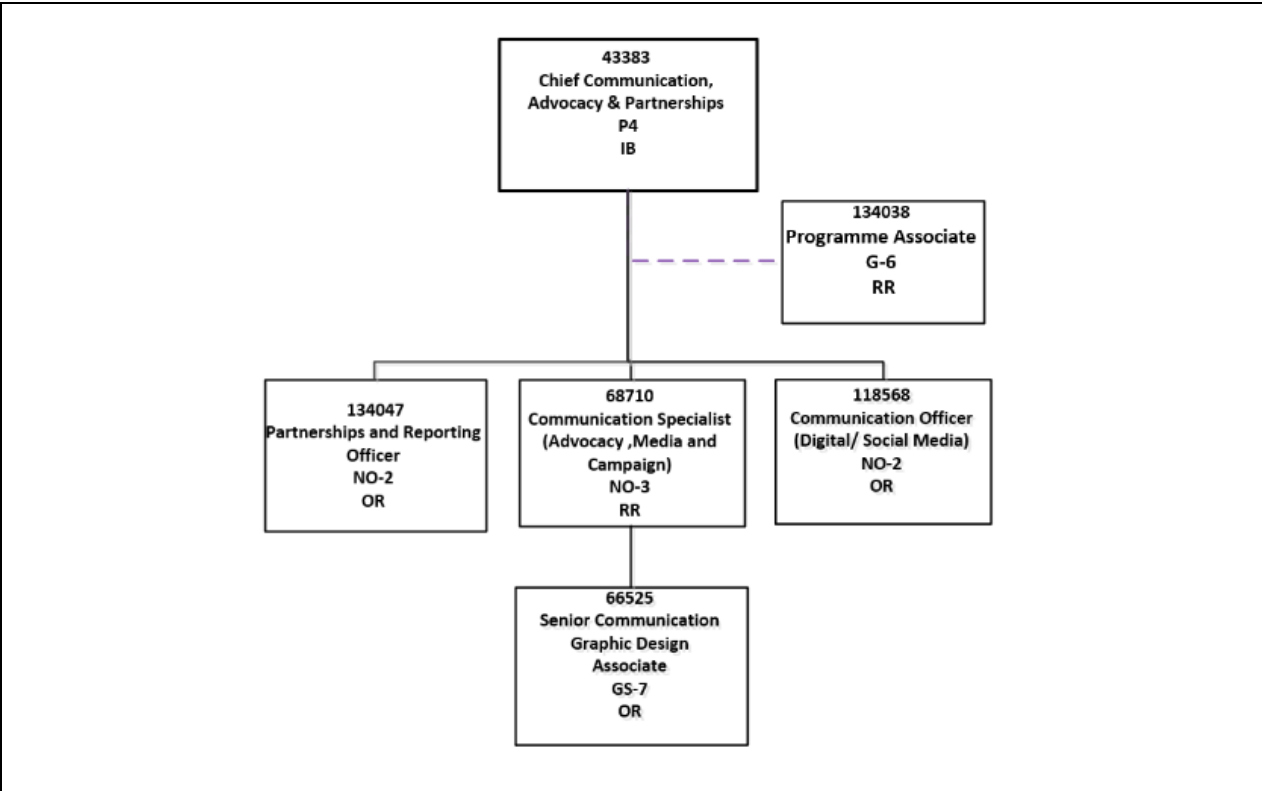
- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.
- Strong communications skills, both verbal and written, including the ability to draft and review donor proposals and reports.
- Strong networking and interpersonal skills, with ability to build and maintain effective working relationships
- Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the organisation.
- Good knowledge of partnership development and resource mobilization processes.
- Ability to review budgets and donor reports and ensure compliance with donor and organizational requirements.
- Strong analytical skills, including the ability to conduct donor mapping, analyse funding

- trends and prepare presentations and briefing materials.
- Ability to apply sound judgement in analysing information and supporting decision-making.
- Strong attention to detail and ability to ensure quality assurance of partnership and resource mobilization outputs.

| <b>VII. Recruitment Qualifications</b> |   |
|--|---|
| Education:                             | A 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 two 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 or a local language is an asset  |

| <b>VIII. Child Safeguarding Risk Assessment</b>  |  |
|--|--|
| Is this position considered as 'elevated risk role' from a child safeguarding perspective? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If Yes, check all that apply  |
| Direct contact role  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. |
| Child data role  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos).                                    |
| Assessed Risk Role   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, please indicate the number of hours/months of direct engagement with particularly vulnerable children   |
| Safeguarding response role   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |

| <b>IX. Communications Advocacy and Partnerships Structure</b> |
|---|
|   |



**IX. Signatures- Job Description Certification**

Name : Alexandra Makaroff                      Signature                      Date: 30 April 2026  
 Title : Chief Communications Advocacy and Partnerships

Approved by:  
 Name: Etona Ekole                      Signature                       Date: 30/04/2026  
 Title: Representative