



UNITED NATIONS CHILDREN'S FUND  
Specific JOB PROFILE

### I. Post Information

Job Title: **Civil Society Organization (CSO) Partnership officer**  
Supervisor Title/ Level: **Implementing Partnership Management Specialist Level 3**  
Organizational Unit: **Programme**  
Post Location: **Country Office**

Job Level: **Level 1**  
Job Profile No.:  
CCOG Code:  
Functional Code:  
Job Classification Level: NOA

### 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 programmes, in advocacy and in operations. UNICEF works in partnership with a wide range of implementing partners, both government and CSO partners, to deliver results for children across the globe. Effective implementing partnership management is therefore essential for ensuring that resources are utilized as intended and results are being achieved.

UNICEF has adopted the Harmonized Approach to Cash Transfers (HACT) as an approach for obtaining assurance that results have been achieved in line with resource utilization. It aims at managing risk related to cash transfers made to implementing partners in support of programme implementation, reducing partner transaction costs and allowing progressive use of national systems for management and accountability of results and resources.

**Purpose for the job:** The Civil Society Organization (CSO) Partnership officer is responsible for providing technical and administrative support to ensure quality, effective and efficient management of implementing partnerships in the country office, including the establishment of partnership through the PRC Committee.

### III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Support the management of implementing partnership portfolio
2. Quality assurance of PCAs, PDs/HPD and SSFAs
3. Analysis, monitoring and reporting, including maintaining of e-Tools database and any other tools related to CSO engagement and partnerships.
4. Innovation, knowledge management and capacity building of staff and partners

1. Support the management of implementing partnership portfolio

- Provide technical support to the country office in the formalization of implementing partnerships with civil society organizations and other implementing partners in line with relevant policies, procedures and guidelines, including the CSO Procedure and guidance on work plans its execution and coordinating with other adopting agencies as appropriate.
- Coordinate with and/or seek technical support of the Regional Office on implementation of the CSO and HACT procedures.

## **2. Quality assurance**

- Contribute to the design of and implement quality assurance strategies/processes for the implementation of the CSO procedure. This includes processes to ensure that implementing partners are selected and assessed in accordance with the CSO procedure and that all documentation is in line with corporate standards as stipulated in the CSO procedure.
- Organize and Schedule PRC Meetings as needed. Act as PCR Secretariat for the office, including quality control of submitted documents to the PCR members for reviews. Ensure final steps and signature of PCAs, PDs/HPDs/ and SSFA
- Maintain all databases of partnerships (e-Tools) up to date.
- Contribute to the design and implementation of quality assurance strategies/processes to ensure that HACT assessments and assurance activities are undertaken in accordance with corporate terms of reference and guidance and that appropriate follow-up action and escalation steps are taken as needed.

## **3. Analysis, monitoring and reporting**

- Using appropriate corporate tools and systems including InSight and e-Tools, report on status of implementation of HACT and identify high risk areas requiring special attention and/or support from the regional office.
- Monitor internal country office processes for formalizing implementing partnerships with CSOs to ensure that corporate timelines are adhered to, especially in humanitarian responses.
- Prepare reports for the country management team and regional office as may be required.

## **4. Innovation, knowledge management and capacity building**

- Serve as the custodian of all implementing partnership documentation such as assessment and assurance reports, PCAs, PD/HPD and SSFAs and programme documents, ensuring that they are adequately circulated in the office and properly archived.
- Design and implement capacity building strategy/initiatives for CO staff to ensure that CO staff are knowledgeable and comply with the HACT and CSO procedures and other relevant corporate policies, procedures and guidance that impacts on implementing partnership management
- Design and implement capacity building initiatives for staff of implementing partners to ensure that they are knowledgeable on all aspects of partnering with UNICEF, with particular emphasis on the HACT and CSO procedures.
- Participate in country office ERM exercises to ensure that risks for implementing partnership management are identified and mitigation measures put in place.

## **IV. Impact of Results**

The effective support provided by the CSO partnership Officer to the Implementing Partnership Management Specialist contributes to effective planning and implementation of the HACT and CSO activities directly impacts on programme execution, delivery of sustainable results, and promoting national ownership and accountability for programme resources.

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

### i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

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

- Nurtures, Leads and Manages People (1)
- 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)

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. Recruitment Qualifications

Education:	A bachelor's degree in one of the following fields is required: Development studies, International Development, Business Administration, Financial Management, Economics, Auditing, Project/Programme Management or another relevant technical field.
Experience:	<p>A minimum of two-year of professional experience in one or more of the following areas is required: programme development/management, financial planning and management, or another related area.</p> <p>Experience working in a developing country is considered as an asset.</p>

	Relevant experience in a UN system agency or organization is considered as an asset.
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.