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| **I. Post Information** |
| Job Title: **Partnership Manager**Supervisor: Senior Adviser Innovation, P5, #86085Organizational Unit: **UNICEF Office of Innovation, 2821**Post Location: **Stockholm, Sweden** | Job Level: **Level 4**Job Profile No.: 117606CCOG Code: **1A10**Functional Code: **PAR**Job Classification Level: **Level 4** |

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| 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.**For every child, hope . . .**The Office of Innovation (OoI) works to collectively catalyse the expertise and resources of UNICEF and a diverse partner ecosystem to ideate boldly and scale effective solutions swiftly for transformational achievement of the child-related Sustainable Development Goals by 2030. The OOIis doing this by advancing innovative partnership models, investing across a range of early stage and cutting-edge technology solutions, and continuously iterating and finetuning the most promising innovative solutions for results at scale for every child globally. **Job organizational context and purpose for the job** : The Partnership Manager position will deepen collaboration with key Office of Innovation (OOI) stakeholders and be responsible for leading management of the OOI partnership portfolio of high value government and private sector donors. Additionally, the role will oversee the offices prospecting effort to drive increased resource mobilization for the office. S/He will also be responsible implementing best practice partnership management and prospecting across the OOI partnership network of colleagues. 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 and scale for UNICEF OOI’s influence in support of its mission. The Partnership Manager is an authoritative expert in the field of partnership development and resource mobilization. This position is responsible for the execution of managing broad and complex assigned work-plans, and responsible for regularly supporting senior management in strategic partnership direction and design. Subsequently, it is expected that the successful candidate develops original and innovative means to help advance the profession and also tackle highly complex matters that do not follow established patterns.  |

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| III. Key functions, accountabilities and related duties/tasks: |
| 1. Support senior advisers and senior management in establishing the annual partnership work plan, setting priorities/targets and performance measurements.
2. Monitor work progress for the partnership unit and ensure results are achieved according to schedule and performance standards.
3. Lead the overall governance and relationship management of OOI’s high value partnerships portfolio of existing donors in coordination with the OOI partnerships network and other UNICEF colleagues as required. Including the development and implementation of annual partnership engagement and development plans.
4. Seek and secure new partnerships, including resource mobilization, working with UNICEF colleagues to identify partnership and resource mobilization needs and broker dialogues and agreements to meet those needs.
5. Develop and maintain deep knowledge and familiarity with current and prospective partners and relevant stakeholder ecosystems, contributing to OOI’s CRM system and building a pipeline of key opportunities.

 1. Establish clear individual performance objectives, goals and timelines for any team members; and provide timely guidance to enable the team to perform their duties responsibly and efficiently.
2. Receive and screen inquiries from potential partners and facilitate communication with appropriate UNICEF staff. Scans and scout’s external environment within designated partnership area for opportunities and risks and shares information in a timely fashion with relevant UNICEF staff.
3. Provide strategic, logistical, and programmatic support to OOI management and other UNICEF staff in partner engagement and interaction with assigned partners.
4. Expand UNICEF’s network of key interlocutors, both internal and external, 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.
5. Act 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 considered 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.
6. Contribute to the development of new partnership practices and approaches, including resource mobilization, 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.
7. Contribute to strategies for engagement and the development of communications and advocacy 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.
8. Perform 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.

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| IV. Impact of Results  |
| The Partnership Manager is an authoritative expert in the field of external relations and partnership development, including innovative mobilization of financial and non-financial assets. The quality of work and external representation performed by the Manager directly impacts on the overall reputation of UNICEF.The Office of Innovation Partnership Manager is accountable for (a) convincing their Senior Partnership Adviser supervisor and management of the impact of improved partnership approaches (b) contributing to partnership strategy planning by close interaction with all OOI and UNICEF partnership business units (c) identifying and building effective partnerships with foundations, corporates, member states and other relevant partners, in order to keep them informed on important, strategic operational UNICEF OOI issues (d) providing advice to UNICEF OOI and partnership business units based on analysis of current political and social events and information of programme and innovation ecosystem activities gathered from media, partner agencies, and other sources |

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| **V. Competencies and level of proficiency required**  |
| **Core Values** * Care
* Respect
* Integrity
* Trust
* Accountability

**Core Competencies*** Nurtures, Leads and Manages People (2)
* Demonstrates Self Awareness and Ethical Awareness (3)
* Works Collaboratively with others (3)
* Builds and Maintains Partnerships (3)
* Innovates and Embraces Change (3)
* Thinks and Acts Strategically (3)
* Drives to achieve impactful results (3)
* Manages ambiguity and complexity (3)

**Functional Competencies** * Analyzing (2)
* Persuading and influencing (3)
* Entrepreneurial Thinking (2)
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| VI. Skills  |
| * Diplomatic and convincing communication and negotiation skills to establish, maintain and grow trusted partnerships for achievement of shared objectives, close and effective working relationships with diverse stakeholders in the innovation/technology for international development ecosystem
* Authoritative knowledge of international development issues and opportunities that are the mandate of UNICEF as well as procedures in cutting-edge international development cooperation.
* Authoritative knowledge of best practices in partnership development, with a track record of managing high value public and / or private donors.
* Demonstrates strong partnership prospecting experience with a variety of high value donor types and experience of securing six or seven figure financial contributions.
* Ability to establish and manage efficient partnership structures and conduct sound analyses toward prioritizing management and exploration of partnerships.
* Ability to implement clear goals that are consistent with agreed strategies, identify priority activities and assignments, adjust priorities as required.
* Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes.
* The ability to allocate appropriate time and resources for successful achievement of goals, and foresee risks and allow for contingencies when planning.
* Excellent communication skills, verbal and written.
* In-depth familiarity with political and governmental processes and/or the technology and innovation global ecosystem strong assets
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| **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 eight 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 or local language of the duty station is considered as an asset. |