

**UNITED NATIONS CHILDREN’S FUND**

**JOB PROFILE**

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| **I. Post Information** |
| Job Title: Partnerships OfficerJob Level: P2, TA  Supervisor Title/ Level: Chief Partnerships,  Job Profile No.: 122612  Advocacy and CommunicationsCCOG Code:  Organizational Unit: Rep. OfficeFunctional Code:  Post Location: Tunis, Tunisia Job Classification Level: |
| **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. 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**:    The UNICEF programme of cooperation 2021-2025 in Tunisia is aligned with the United Nations  Sustainable Development Cooperation Framework of Tunisia, and it is based on the life course approach. It focuses on achieving changes around 4 key priorities for child rights towards achieving the SDGs: i) Inclusive socio-economic development for children; ii) Accountable institutions and access to justice for children; iii) Effective education, health and child protection systems; and iv) Sustainable management of water, sanitation, hygiene, environment and disasters risks and other crises.    The Partnerships Officer post reports to the Chief Partnerships, Advocacy and Communications (PAC) and sits within the Partnerships, Advocacy and Communications (PAC) Team which has a direct reporting line to the Representative. The Team works in close collaboration with all programme sections, the Deputy Representative Programme and Planning, Monitoring and Evaluation (PME) Team.    The position’s purpose is to support the Chief Partnerships, Advocacy and Communications (PAC) 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.    **Purpose for the job***:*  Under the supervision of the Chief PAC, the incumbent will be accountable for supporting resource mobilisation efforts, for supporting advocacy, communications and visibility related to partners, and for monitoring and writing donor reports of programme funds, falling under UNICEF Tunisia Country Office. |

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| **III. Key functions, accountabilities and related duties/tasks** *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)* |
| **Summary of key functions/accountabilities:**    **Donor reporting and resource mobilisation**     1. Develop, or coordinate development, edit, quality assure and overall advise on effective donor reports and proposals, including layout, in cooperation with programme sections and the PAC Team.      * 1. Update and maintain information on all the donor and programme reporting requirements. Ensure Section Chiefs are updated on these requirements and follow up as required.      * 1. Timely and accurate reporting and monitoring of donor interests and information needs. This includes gathering of information, consolidation, editing and production of interim and final reports.      1. Under the guidance of the Chief PAC, and in collaboration with the Deputy Representative Programme and programme Sections Chiefs, develop fundraising proposals for TCO in line with the overall fundraising strategy. This includes compilation of information, editing and layout when necessary.      1. Collaborate with the Deputy Representative Programme and Sections Chiefs to compile, produce and disseminate annual and other mandatory UNICEF reports.      1. Contribute to resource mobilisation/partnership engagement strategy development and monitoring.      1. Coordinate donor engagements - meetings and technical calls - under the direction of the Chief PAC. |

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| **Supporting alignment to donor conditionalities**     1. Closely collaborate with PME in monitoring funds utilization, grant expiry, etc. and assist the Deputy Representative Programme in ensuring optimum use of programme resources for programme efficiency and delivery.      1. Monitor donor conditions and communicate them to relevant programme sections, contributing to programme implementing in alignment with donor conditions. Ensure that the necessary visibility requirements are communicated to the sections and collected timely for reporting and other such purposes.     **Supporting donor recognition and visibility on results for children**     1. Participate in, and conduct, field monitoring visits to observe progress in achievement of results and document human interest stories.      1. Support donor missions to the field in collaboration with the programme and operations sections.      1. Support the development, implementation and documentation of visibility materials and initiatives showing results of donor funding for children and the work of UNICEF.      1. Support the ongoing review of information on the UNICEF programme on the website with and across programme sections and partnerships/ communication.     **Supporting advocacy and leveraging efforts for impactful results for children**     1. Support the design, monitoring and reporting of new/innovative initiatives with the private sector in the country office with and across programme teams, including through partner mapping and engagement support.      1. Supports the implementation and monitoring of the country office’s advocacy strategy and associated workplan to support the country programme objectives and key results for children. Assist with aligning donor and programmatic advocacy.      1. Design and deliver briefing notes for management and assist programme sections to develop relevant written products such as policy briefs, factsheets and infographics to be used to help build and maintain political dialogues, partnerships, and alliances to collaboratively influence policy, practice, and financing.      1. Support the identification and documentation of programmatic innovation and lessons learned from leveraging partnerships.      1. Contribute to ideas for opportunities to develop new and existing synergies with other UN agencies in order to support a more effective and efficient approach to programme delivery.      1. Gather inputs from UNICEF that will contribute to inter-governmental/inter-agency work, to ensure that UNICEF positions are properly explained and taken into account in decision making.      1. Maintain awareness of current activities, political and social events of UN and other multilateral bodies/governments, conduct analysis to understand how they may impact UNICEF activities and programmes and provide timely information to UNICEF staff for decision-making. | |
| 19. Participate in meetings, roundtable-discussions, conferences and takes notes as required. | |
| **IV. Impact of Results** (*Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF’s capacity in achieving its goals)* | |
| The role of the Partnerships Officer, as part of the PAC Team, will enable UNICEF Tunisia to have positive donor relations, submission of timely donor reports and close adherence to donor conditionalities. | |
| **V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)** | |
| **Core Values**   * Care * Respect * Integrity * Trust * Accountability * Sustainability     **Core competencies**   * Demonstrates Self Awareness and Ethical Awareness [I] * Works Collaboratively with others [I] * Builds and Maintains Partnerships [I] * Innovates and Embraces Change [I] * Thinks and Acts Strategically [I] * Drive to achieve impactful results [I] * Manages ambiguity and complexity [I] | **Functional Competencies**:   * Formulating Strategies and Concepts [I] * Analyzing [I] * Applying Technical Expertise [I] * Learning and Researching [II] * Planning and Organizing [II] |

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| **VI. Skills** | |
| * Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.      * Strong communications skills, verbal and written.      * Strong networking and negotiation skills      * Strong familiarity with political and governmental processes      * Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the organisation.      * Advanced knowledge of partnership development and resource mobilization. | |
| • | Ability to conduct sound policy analysis. |
| • | Ability to contribute to formulation of strategies and policies. |

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| **VII. Recruitment Qualifications** | |
| 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. * Experience working in humanitarian or development settings. * Experience working with UN Agencies, INGOs will be an added advantage. |
| Language Requirements: | Fluency in English and French is essential. Knowledge of Arabic would be an asset. |
| **VIII. Signatures- Job Description Certification** | |
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