



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

## I. Post Information

Job Title: **Partnerships Specialist (Part/Res Mob)**  
Case No. **GHA 21005**  
Post No. **123404**  
Supervisor Title/Level: **Representative, D1**  
Organizational Unit: **Representative Office**  
Post Location: **Accra, Ghana Country Office**

Job Level: **Level 4**  
Job Profile No.:  
CCOG Code:  
Functional Code : **PAR**  
Job Classification Level: **Level 4**

## 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.

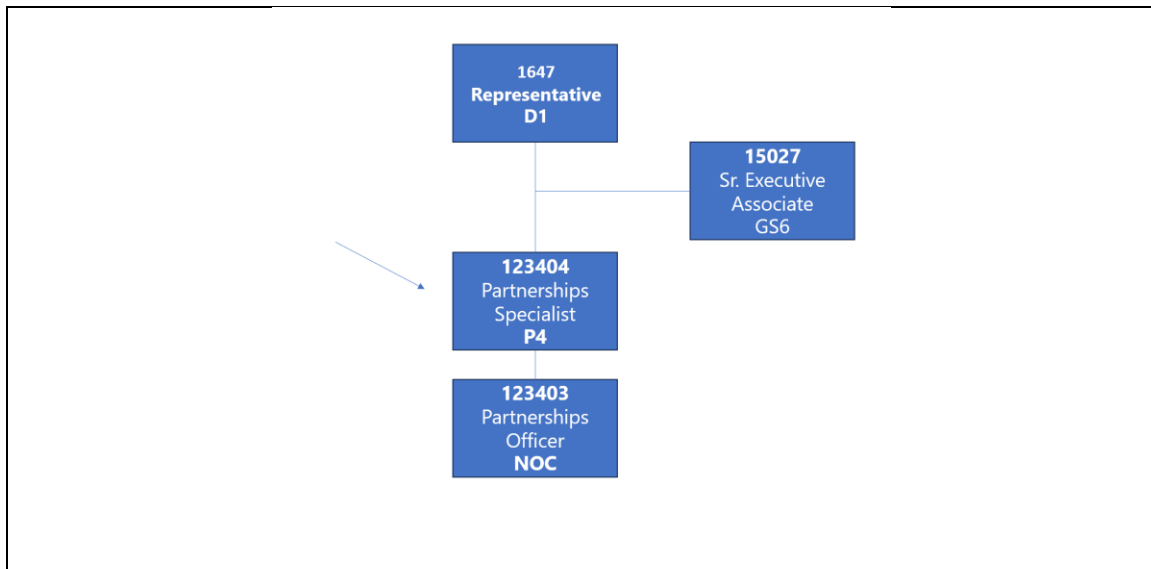
### Job organizational context and purpose for the job:

The position of Partnership Specialist, P4, Accra reports to the Representative.

The Partnership Specialist position's purpose is to deepen collaboration with key stakeholders and provide an interface for environmental scanning, knowledge exchange, resource mobilization, and policy influence within the scope of assignment. 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 for UNICEF and influence in support of its mission.

Partnership Specialist at the P4 level are authoritative experts in the field partnership development. These positions are not only responsible for the execution of assigned work-plans but are also responsible for regularly supporting senior management in policy direction and design. Subsequently, it is expected that they are able to – on a regular basis – develop original and innovative means to help advance the profession and also tackle highly complex matters that do not follow established patterns.

Furthermore, Partnership Managers are also usually responsible for planning, organizing and supervising a team of staff as well as for managing broad and complex projects.



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

1. Support program managers and senior management in establishing the annual work plan, setting priorities/targets and performance measurements.
2. Monitor work progress for unit managed and ensure results are achieved according to schedule and performance standards.
3. Establish clear individual performance objectives, goals and timelines for team members; and provide timely guidance to enable the team to perform their duties responsibly and efficiently.
4. Lead the work plan for assigned area, in order to ensure timely and cost-effective delivery of results, in accordance with UNICEF's partnership strategy
5. Seeks and promotes new partnerships and resource mobilization, working with UNICEF colleagues to identify partnership and resource mobilization needs and broker resource mobilization agreements to meet those needs.
6. Receives and screens inquiries from potential collaborators and facilitates communication with appropriate UNICEF staff including at the regional and HQ levels. Regularly scans and scouts external environment within designated partnership area for opportunities and risks and shares information in a timely fashion with relevant UNICEF staff.
7. Provides strategic, logistical and programmatic support to senior management and other UNICEF staff in corporate engagement and interaction with assigned partners.
8. Develops and maintains deep knowledge and familiarity with current and prospective partners and relevant stakeholders, contributing to a database of key contacts and to UNICEF's base of knowledge on partnership and resource mobilization. Establish up-to-date resource mobilization intelligence system to support the country program funding.
9. Expands UNICEF's network of key interlocutors 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.

10. Develops and implements a country programme resource mobilization strategy through annual partnership engagement and resource mobilization plans.
11. Develop a quality assurance system for resource mobilization including setting high standards for resource mobilization proposals and concept notes in a timely manner.
12. Acts 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 taken into account 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.
13. Contributes to the development of new partnership and resource mobilization practices and approaches 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.
14. Contributes 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. Works closely with UNICEF's colleagues to ensure that policy advocacy and outreach is strongly grounded in the experience and insights of the programmes that UNICEF's supports. Contributes written inputs for communications instruments that best inform and influence decision makers.
15. Performs 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.

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

The Partnerships Manager is an authoritative expert in the field of external relations, in particular partnership development and resource mobilization. The quality of work and external communications performed by the Manager directly impacts on the overall reputation of UNICEF.

They are accountable for (a) convincing management of the utility of improved approaches (b) contributing to strategy planning (c) identifying and building effective partnerships with member states, UN agencies, NGOs, host government and other partners, in order to keep them informed on important, strategic operational UNICEF issues (d) providing advice to UNICEF based on analysis of current political and social events and information of programme activities gathered from partner agencies i.e. member states, UN agencies, NGOs, host government and other partners

#### **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)

## **VI. Skills**

- The ability to allocate appropriate time and resources for successful achievement of goals, and foresee risks and allow for contingencies when planning.
- Ability to implement clear goals that are consistent with agreed strategies, identify priority activities and assignments, adjust priorities as required.
- Diplomatic communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders.
- Authoritative knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.
- Authoritative knowledge of practices in partnership development and resource mobilization.
- Demonstrated ability to formulate new approaches in respect of resources management and outreach- related activities.
- Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes.
- Excellent communications skills, verbal and written.
- In-depth familiarity with political and governmental processes
- Ability to conduct sound policy analysis.

## **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.