



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

**I. Post Information**

Job Title: **Partnerships Officer**  
Organizational Unit: **UNICEF Office**  
Post Location: **Various**

Job Level: **Level 2**  
Job Profile No.:  
CCOG Code: **1A10**  
Functional Code: **PAR**  
Job Classification Level: **Level 2**

**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 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 Partnership Specialists 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 work plan for assigned area, to ensure timely and cost effective delivery of results, in accordance with UNICEF's partnership strategy.
2. Build and maintain UNICEF's partnerships, by supporting the development and implementation of standards and guidance for UNICEF partnerships; formulation of work plans and strategies.
3. Support the development of frameworks and templates and review partner agreements and amendments for senior staff approval, ensuring compliance with UNICEF rules and regulations.
4. Maintain up-to-date information on partner and income trends, analyse development assistance policies and keep resource partner profiles updated.
5. Help supervisor maintain effective relationships with member states, UN agencies, NGOs, host government and other partners, in order to keep them informed on important, strategic operational UNICEF issues.
6. Attend meetings with the UN and other multilateral bodies, NGOs, member states, taking notes, sharing information, and supporting joint information programmes to increase UNICEF's profile, and protect its interests.
7. Contribute to ideas for opportunities to develop new and existing synergies with other UN agencies to senior external partnership officers in order to support a more effective and efficient approach to programme delivery
8. Assist with the preparation of information to provide to member states, UN agencies, NGOs, host government and other partners on the strategy, design, relevance and impact of programmes, to advocate the work of UNICEF.
9. Collate and share relevant discussion and feedback on programme activities and issues of priority to UNICEF, gathered from member states, UN agencies, NGOs, host government and other partners, to engage them with inter-governmental/inter-agency discussion and inform future activities.
10. 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
11. 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.
12. Conduct research on perspective new partners for UNICEF, and provide analysis of the areas of work, outreach, financial based and reputation of prospective partners.

## **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 (For Staff with Supervisory Responsibilities) \***

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

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. 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.

## 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.
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.