



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

I. Post Information

Job Title: **Partnerships Manager, P4, # 100452**
Supervisor Title/ Level: **Representative, D-1, # 1663**
Organizational Unit: **Programmes**
Post Location: **N'Djamena, Chad**

Job Level: **Level 4**
Job Profile No.:
CCOG Code: **1A10**
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 Partnership Manager 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 serves 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.

Purpose for the job

Under the general guidance and supervision of the Representative, and in close collaboration with the Deputy Representative and Chief of Communication, he/she is responsible for the development, design, planning and management of the Chad fundraising strategies and activities.

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

Summary of key functions/accountabilities:

- 1. Enhance positive relationships with partnerships**
- 2. Analysis, monitoring and reporting**
- 3. Supervision of the Partnerships unit**

1. Enhance positive relationships with partnerships

- Enhance positive relationships with donor groups through timely and accurate reporting and monitoring of donor interests and information needs. This includes gathering of information, consolidation, editing and production of all required reports on contributions to the Country Programme.
- Develop resource mobilization strategy and technical guidance/quality control in proposal preparation and follow-up, as well as compilation of information, editing and layout, support donor and NatCom missions through the preparation of briefing documents for advocacy or information sharing.

- In collaboration with Communication section, advocate, and position UNICEF's brand to generate a strong positive UNICEF image to motivate and inspire donor support.
- Coordinate high level engagement with key donors from the public and private sectors to mobilize and influence cooperation with UNICEF to accelerate the achievement of results for children.
- 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.
- Receives and screens inquiries from potential collaborators and facilitates communication with appropriate UNICEF staff. Scans external environment within designated partnership area for opportunities and risks and shares information in a timely fashion with relevant UNICEF staff.
- 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.
- 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.
- 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.
- 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.
- Motivate and inspire the corporate sector to collaborate with UNICEF within a social responsibility approach, while nurturing and cultivating relationships with existing and new supporters and donors.
- Actively participate and contribute to the UNCT fundraising and reporting tasks within the framework of "Delivering as One"

2. Analysis, monitoring and reporting

- Regularly monitor and share the donor reporting schedule, to ensure that quality reports are prepared and submitted timely to donors
- Develops and implements annual partnership engagement and resource mobilization plans.
- Collaborate with other staff to compile, produce and disseminate mandatory UNICEF reports
- Propose solutions for harmonization and standardization of reporting and monitoring mechanisms to limit parallel reporting and enhance the quality of data collection
- Using appropriate tools and systems including InSight, report on status of Grant implementation and provide support in funds utilization and reporting
- Prepare reports for CMT and Regional Office/HQ as may be required.

3. Supervision of the Partnerships unit

- 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.
- Lead the work plan for assigned area, to ensure timely and cost-effective delivery of results, in accordance with UNICEF's partnership strategy
- Monitor work progress for unit managed and ensure results are achieved according to schedule and performance standards.
- Enhance teamwork for management of partnerships and resource mobilization, to enhance credibility of the Chad programme and achieve the funding targets as set out in the country programme.
- Performs other related duties as assigned by the supervisor to ensure the success of the team, including guiding, training, and coaching 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. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies

- Nurtures, Leads and Manages People (2)
- 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)

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, Social Studies, communications, Public Relations international development, with training and experience in fundraising or another relevant technical field.
Experience:	A minimum of eight years of professional experience in one or more of the following areas is required: partnerships, fundraising, external relations, funds management, public affairs, resource mobilization, or other relevant area.
Language Requirements:	Fluency in French and English is required. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset.