



UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB PROFILE (SJP)

I. Post Information

Job Title: **Partnerships Specialist (Resources Mobilization)**
Supervisor Title/Level: **Chief Partnership, Advocacy and Communication P4**
Organizational Unit: **Office of the Representative**
Post Location: **Guinea Country Office**

Job Level: **Level 3**
Job Profile No.:
CCOG Code: **1A10**
Functional Code: **PAR**
Job Classification Level: **Level 3**

II. Job organizational context and purpose for the job

Guinea's population is estimated to be 13.6 million in 2023 (64% rural and 52% female), with an annual growth rate of 2.9%. People under the age of 18 represent 51.3% of the population. Young people aged between 10 and 18 account for 23%. The potential demographic dividend is overshadowed by the challenges of expanding basic social services, strengthening social protection and improving employability.

In the aftermath of the 2014-2016 Ebola crisis, it became clear that well-organized communities were able to respond effectively to the epidemic. In light of this, the government enacted a revised Local Government Act in 2017, which established a pilot project to transfer 14 areas of jurisdiction to 40 communes across the country.

Despite laudable efforts to integrate environmental concerns into national policy, the country is going through a period of profound uncertainty. In recent decades, there has been a marked disruption of the rainy season and a steady rise in temperatures, particularly in the north-east of the country, at least in part due to the deterioration of the local environment. This environmental instability is likely to lead to lower agricultural yields, posing a direct threat to food security and increasing the vulnerability of communities to poverty.

In addition, the risk of conflict in the Sahel spilling over into the north-east of the country could lead to an influx of refugees and internal displacement.

The under-five mortality rate fell from 108.3 to 98.72 per 1,000 live births between 2017 and 2021, and the neonatal mortality rate fell from 32.6 to 31.1 per 1,000 live births, despite multiple epidemics. Women's access to health care is poor, which, among other factors, contributes to maternal mortality, estimated at 553 per 100,000 live births in 2023.

Only 19% of children attend preschool, while 34% and 47% of children of primary and lower secondary school age respectively are not enrolled. Primary, lower secondary and upper secondary completion rates are 53%, 37% and 22% respectively. Many children, especially girls from vulnerable groups living in rural areas, do not have access to education.

The birth registration rate for children under five increased from 58% to 62% between 2012 and 2018. However, disparities remain between rural and urban areas, with rates of 54% and 81% respectively.

The vision of the 2024-28 country programme is: "A Guinea where children, especially adolescent girls and children from the most vulnerable families in the most disadvantaged geographical areas, have equitable opportunities for sustainable access to essential social services and quality social protection, and can reach their full potential, including in a context of climate-related vulnerabilities and emergencies."

In its 2024-28 country programme, UNICEF Guinea will expand the use of advocacy and communication to support policy development and raise awareness of children's rights. It will also institutionalize child and youth participation to ensure that their voices are heard. External partnerships will facilitate the mobilization of resources to achieve systemic impact through collaboration. UNICEF will contribute to the fight against the disenfranchisement of adolescents and young people, including their right to participation.

Job organizational context and purpose for the job:

Under the guidance and supervision of the Chief of Partnerships, Advocacy and Communications, the purpose of the Partnership Specialist (Resource Mobilization) position is to deepen and strengthen UNICEF's partnerships, including with the public and private sectors and partners, and to oversee the implementation of the Country Office's Business for Results programme.

The Specialist will be responsible for all aspects of donor reporting and donor proposals based on information gathered from programme areas. The Specialist will be the focal point for public and private sector donors in coordinating the various interventions within the office with partners, sharing knowledge, mobilizing resources and advocating for funding to support UNICEF in achieving results for children within the mandate.

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

1. Provide guidance and support to the Country Management Team on resource mobilization opportunities, including with public/bilateral donors, National Committees and the private sector. Prepare fundraising strategies as required to respond to specific needs identified by the Programme Division. Provide updates and analytical reports to the Country Management Team and Programme Coordination Team (e.g. on funding gaps, top donors, etc.).
2. Support the CO's donor relations activities by acting as a focal point for communication with public donors and UNICEF National Committees; support communication with UNICEF PPD and PFP colleagues on fundraising and donor relations issues.
3. Support the office's efforts to strengthen existing donor relationships and further expand the office's network with new prospects. Develop and enhance the CO's understanding of potential and existing donors through in-depth donor analysis, regular meetings and communication, active monitoring of calls for proposals and funding opportunities, donor briefing sessions and ensuring systematic follow-up of all opportunities.
4. Seeking and promoting new multi-sectoral partnerships in pursuit of programme results for children, policy advocacy objectives and leveraging resources for children. Works with all UNICEF colleagues - within the country office and in close liaison with regional and HQ teams - to identify partnership and resource mobilization needs and to broker collaborative frameworks and partnership initiatives to meet these needs.
5. Receives and screens requests from potential collaborators and facilitates communication with appropriate UNICEF staff. Scans and scouts the external environment within the designated partnership area for opportunities and risks and shares information with relevant UNICEF staff promptly.
6. Contributes to the development and maintains in-depth knowledge and familiarity with current and potential partners and relevant stakeholders, contributing to a database of key contacts and to UNICEF's knowledge base on partnership, engagement opportunities, policy advocacy and resource mobilization.

7. Act as a focal point for identifying and pursuing opportunities for outreach, engagement, policy influence and collaboration, including how to anticipate and respond to partners' concerns and priorities, ensuring that UNICEF's interests, perspectives and knowledge are taken into account in relevant policy and institutional processes, and ensuring that they are fully aware of UNICEF's perspectives, policies, priorities and capabilities. Contribute to the development and management of high-level outreach initiatives, including for UNICEF senior management.

8. Contributes to engagement strategies and the development of communication products to enhance UNICEF's visibility and influence with existing and potential partners and key stakeholders, providing analysis of the current environment and trends and formulating recommendations for strategic approaches and message development. Works closely with UNICEF colleagues to ensure that policy advocacy and outreach is strongly informed by the experience and knowledge of UNICEF-supported programmes. Provides written input on communication tools that best inform and influence decision-makers.

9. Ensures effective management of funds in accordance with relevant Standard Operating Procedures in terms of timely allocation of funds, issuance of payment requests, no-cost extensions, reprogramming requests and other donor-related administrative processes.

10. In collaboration with the Deputy Resident Representative and Section Heads, compiles, prepares and disseminates mandatory programme-related reports in accordance with donor and internal reporting requirements and standards.

11. Under the guidance and supervision of the Chief of Partnerships, Advocacy and Communications, the Partnership Specialist (Resource Mobilization) position aims to deepen and strengthen UNICEF's partnerships, including with the public and private sectors and partners, and oversee the implementation of the Country Office's Business for Results programme.

12. The Specialist will be responsible for all aspects of donor reporting and donor proposals based on information gathered from programme areas. The Specialist will be the focal point for public and private sector donors in coordinating the various interventions within the office with partners, sharing knowledge, mobilizing resources and advocating for funding to support UNICEF in achieving results for children within the mandate.

IV. Impact of Results

The Partnership Specialist (Resources Mobilisation) is a seasoned professional in the field of programme implementation, policy advocacy, business relations, partnership development and resource mobilization. The quality of work performed by the Specialist directly impacts on the professionalism of the incumbent and the overall credibility of UNICEF.

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

- 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.
- Current knowledge of development issues, strategies, and programming policies and procedures in international development cooperation.
- In-depth knowledge of 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 five 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 French and English is required. Knowledge of a local language is an asset.