



## UNITED NATIONS CHILDREN'S FUND JOB PROFILE

### I. Post Information

<b>SENDER:</b> Laura Toribio <b>JOB DESCRIPTION TYPE:</b> Specific Job Description <b>POST NUMBER/ CASE NUMBER:</b> ARG21021 <b>POST/CASE NUMBER OF SUPERVISOR:</b> Corporate Alliances Specialist (NOC) <b>REASON FOR CLASSIFICATION:</b> Establishment of new post <b>REGION/DIVISION:</b> LACRO <b>COUNTRY:</b> Argentina <b>DUTY STATION:</b> Buenos Aires <b>OFFICE:</b> <b>SECTION:</b> <b>UNIT:</b> Resource Mobilization - PFP	<b>CATEGORY:</b> NO <b>PROPOSED LEVEL:</b> NOB <b>JOB TITLE:</b> Corporate Alliances Officer (PSE) <b>Functional Code:</b> FRA <b>ICSC CCOG Code:</b> 1A10
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### 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 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** *(Please outline the type of office this position is in, in addition to its supervisor) :*

To promote private sector respect for children's rights and achieve results for children through corporate relationships, focusing on: a) promote corporate due diligence processes about children rights on different private sector stakeholders, b) coordinate private sector efforts as a strategy of the new CPD programmatic's outputs, c) supervise the implementation of Private Sector Engagement (PSE) activities related with new emergent themes included in the CPD (ex. climate change), and d) incorporate PSE interventions at municipal level through benchmarking and innovative thinking.

**Purpose for the job** *(Please outline the overall responsibility of this position)*

Under the close supervision of the of the Corporate Alliances Specialist (NOC), will help supervise the correct implementation of a private sector engagement (PSE) plan and the monitoring and evaluation of the area strategy.

**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:**

**Prepare the private sector engagement and children rights and business strategies and plans to engage the private sector on children issues from a CRC perspective.**

- Prepare –together with the Resource Mobilization Manager, the Corporate Alliances and PSE Specialist and programme specialists- the office PSE plan.
- Compile key information about normative frameworks and policies for the PS related with Children's Rights. Analyze corporate and CSR information from internal and external surveys, legislations and regulations, to find out relevant data and trends that facilitates gaps identification and potential corporate engagement initiatives. Analyze specialized media to evaluate areas of engagement and possible impact.
- Search and analyze potential partners and initiatives to look after new corporate engagement opportunities.
- Propose innovative strategies and corporate engagement initiatives.

**Supervise PSE plan's implementation to achieve established goals and KPIs.**

- Help supervise the implementation of the PSE plan according with established timing and objectives, focusing on promoting due diligence processes on children rights and obtaining private sector support por programmatic priorities of the CPD.
- Analyze implementation vis-a-vis PSE plans and calendars and propose the necessary corrective measures.
- Maintain periodical budget analysis and control. Propose the reallocation of resources and recalculation of goals linked with ACO CPD priorities.
- Search and analyze potential partners and initiatives to look after new corporate engagement opportunities. Prospect potential corporate partners.
- Adequate relationship management with existing partners. Develop and implementation of a reporting schema that analyze corporate allies, platforms, multistakeholders initiatives, private sector stakeholders, etc)
- Support the preparation of relevant information to be used in reports, KPIs and documents, timely updated.
- Supervise associates' duties and tasks being able to provide proper guidance and expertise to those issues that requires special tutorial.
- Coordinate weekly meetings with the PSE team with focus on: deadlines, drawbacks and progresses.

**Propose innovative corporate engagement initiatives and analyze the results vis-à-vis with strategies and objectives.**

- Implement periodic analysis of trends, profiles, and companies' behavior and attitudes. Propose innovations and improvements for the PSE plan.
- Help supervise in the periodic update, enrichment and cleaning of corporate contacts database.
- Collaborate on positioning UNICEF as a referent on private sector engagement and children rights among key stakeholders.
- Propose innovations that maximize results for children through private sector engagement, focusing on fulfilling CPD outcomes needs while testing new initiatives (ex. interventions at municipal level) and thematic approaches with PS (ex. climate change). Test and develop digital and virtual awareness and engagement platforms for companies.

**Ensure that administrative tasks and responsibilities are effectively carried out and delivered.**

- Participate in CO administrative mechanisms. Search and select reliable and cost effective suppliers (design agencies, printing and mailing companies, consultants, RRHH providers, etc)
- Help monitor the preparation and follow up of corporate due diligence process on UNISON, cooperation agreements, letters of understanding and with corporations and private sector stakeholders.
- Help monitor and track all requests from companies or from UNICEF PFP, and elaborate new corporate engagement proposals. Inform all stake-holders on regular base about the status and next steps of their requests.
- Drafts, edits and finalize proposals for key allies in the Corporate Sector. Analyse proposals from corporations and made recommendations to the Corporate Alliances and PSE Specialist.
- Follows up on the administrative aspects of the different corporate engagement agreements. Establishes/maintains a technical up-to-date documentation on agreement results, press coverage, use of logo and UNICEF image. Prepare periodic and ad-hoc reports and documents.
- Use VISION/e-banking systems to different administrative and financial processes.
- Ensure the completion of PER--both own and that of all staff under supervision by the deadlines.

**Promote effective coordination, communication, and collaboration between PFP Areas and Programme Areas, for efficient working processes, advisory functions, and general coordination of PSE initiatives**

- Implement, in coordination and close collaboration with the different Programme Specialists and Officers, the corporate engagement initiatives included in the different outputs of the ACO CPD.
- Coordinate corporate initiatives with the Corporate Fundraising Officer, in order to propose and maintain integrated agreements with allies that gives UNICEF the best possible value out of the relationship (financial and non-financial value).
- Maintain a positive and collaborative working relationship with partners. Develop and strengthen links with groups, organizations and different stakeholders whose support is essential to the achievement of PSE objectives.
- Maintain a close contact with UNICEF PSE Unit (Regional and Global), in order to ensure

up to date knowledge of the organization's global strategy.

**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)*

- Disseminate key information about children rights and business, to increase private sector knowledge and due diligence processes.
- Promote UNICEF as an expert in terms of PSE and children rights.
- Achieve objectives related with private sector engagement, included in programme outputs of ACO CPD.
- Innovate through testing new corporate engagement alliances, multistakeholders platforms, public-private initiatives, municipal level interventions, focusing on digital and virtual corporate environments.
- Promote behavioral changes in private sector through advocacy on children issues.

**V. Competencies and level of proficiency required** *(please base on UNICEF Competency Profiles)*

<p><b><u>Core Values</u></b></p> <ul style="list-style-type: none"><li>▪ Care</li><li>▪ Respect</li><li>▪ Integrity</li><li>▪ Trust</li><li>▪ Accountability</li></ul> <p><b><u>Core competencies</u></b></p> <ul style="list-style-type: none"><li>▪ Nurtures, Leads and Manages People (1)</li><li>▪ Demonstrates Self Awareness and Ethical Awareness (2)</li><li>▪ Works Collaboratively with others (2)</li><li>▪ Builds and Maintains Partnerships (2)</li><li>▪ Innovates and Embraces Change (2)</li><li>▪ Thinks and Acts Strategically (2)</li><li>▪ Drives to achieve impactful results (2)</li><li>▪ Manages ambiguity and complexity (2)</li></ul>	<p><b><u>Functional Competencies:</u></b></p> <ul style="list-style-type: none"><li>• Entrepreneurial Thinking (L1)</li><li>• Analyzing (L1)</li><li>• Persuading and Influencing (L2)</li></ul>
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**VI. Recruitment Qualifications**

Education:	University first degree (Bachelor's) in Communication, Institutional Relations, Sociology, and/or any related field.
Experience:	A minimum of 2 years of national relevant professional work experience in corporate social responsibility/business and children rights or any other relevant function.
Language Requirements:	Fluency in English and Spanish is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

