

Job Description

- 1. POSITION TITLE:** Junior Professional Officer (JPO), Strategic Partnerships Unit
- 2. FUNCTIONAL GROUP:** JPO
- 3. LOCATION:** Headquarters, Gland, Switzerland
- 4. DURATION:** 12 months (renewable)
- 5. REPORTING RESPONSIBILITIES:**

Under the overall guidance of the Director of the Strategic Partnerships Unit, the reporting responsibilities of this position are as follows:

Reporting to:	
<u>Direct Reporting Line</u>	<u>Reporting Areas</u>
Director, Strategic Partnerships Unit	Partnerships and programme planning
<u>Co-Direct Reporting Line</u>	<u>Reporting Areas</u>
Senior Partnerships Coordinator	Programme planning

- Direct reporting line indicates those staff members this position directly reports to, and is responsible for performance appraisals of this position.
- Functional Reporting line indicates staff this position reports to or interacts with and who this position is accountable to for the specific function.

6. COMPLIANCE WITH THE DELEGATION OF AUTHORITY

The Junior Professional Officer (JPO), Strategic Partnerships, is expected to comply with the *IUCN Delegation of Authority (DoA)* current at any particular time, and the sub-delegations issued thereof. Such compliance must be exercised with due diligence and regard for the letter, spirit and purpose of the DoA.

7. BACKGROUND:

IUCN is the largest professional global conservation network dealing with environment and sustainable development with more than 1,500 member organizations including 200+ government and 900+ non-government organizations and over 15,000 voluntary scientists and experts, grouped in seven Commissions in some 160 countries.

IUCN is an equal opportunity employer. We promote personal and professional development. Supervision and mentorship are provided at different levels. Direct supervision and mentorship are provided by the line manager.

IUCN's Strategic Partnership Unit is responsible for the development of sustainable and impactful partnerships with bilateral and multilateral organizations, foundations, the private sector and major donors and on driving resource mobilization efforts across the IUCN Secretariat.

8. MAJOR RESPONSIBILITIES:

The role of the JPO will be to contribute to the stewardship of major donors to the organization. This will include supporting strategic engagement with and between governments during regular donor meetings and engagement of new and existing donors as IUCN develops its next quadrennial programme.

The JPO will also collaborate with internal stakeholders to strengthen IUCN's approach to partnerships with bilateral and multilateral partners and work with IUCN Thematic Programmes and Regional and Country offices to develop new partnerships with donors.

9. SPECIFIC DUTIES:

- Gather and analyze Official Development Assistance (ODA) and emerging donors' policies, trends, and priorities and identify opportunities for engagement;
- Prepare funding partners' profiles and engagement strategies (geographic and thematic priorities/areas of interest, eligibility criteria, funding mechanisms, etc.);
- Support regular donor engagement with key and target donors during major international meetings and events;
- Contribute to the development of briefs and other supporting documentation for major international meetings;
- Support the internal and external communication of IUCN's work and mission.

Please Note: The above TORs contain the main responsibilities and duties of this position. However, in an ever-evolving organisation such as IUCN, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular TORs. Where any task becomes a regular part of staff member's responsibilities, the TORs should be changed in consultation between the manager, the staff member and the HR Unit. Any one of the three may initiate the consultation.

10. POSITION REQUIREMENTS

- An advanced degree in international relations, environment and development, economics, law, or related fields
- 2-3 years of professional experience in the related fields;
- Written and spoken proficiency in English;
- Knowledge of French and/or Spanish would be an asset
- Personal integrity, initiative, adaptability, and sound judgement;
- Ability to work under pressure;
- Good knowledge of Word, Excel, PowerPoint and IT and web platforms.
- Excellent interpersonal and organizational skills;
- Ability to adapt to new environments, and to establish and maintain good working relations with individuals of different cultural backgrounds.