

13. A. General Information

JPO functional title: Programme Analyst, Resource Mobilization and Strategic Partnerships

Main sector of assignment: Resource Mobilization and Strategic Partnerships

Duty Station: Dakar, Senegal, West and Central Africa Regional Office (WCARO)

The UNFPA Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for young professionals who wish to obtain practical experience in development assistance. It gives them an opportunity to acquire professional knowledge in population projects in a developing country.

B. Supervision

Title of Supervisor: Resource Mobilization and Strategic Partnerships Technical Adviser, P-5

C. Information for Donor Consideration

1. How could the work experience in your particular work unit and the proposed ToR benefit the JPO's possible retention and career advancement in the UN System or UNFPA?

Working within the PRM unit presents significant advantages for the JPO's retention and career advancement within UNFPA. Firstly, gaining experience in resource mobilization and partnership is crucial for understanding UNFPA's funding mechanisms and strategic collaborations. This expertise enhances the candidate's value to UNFPA, making her/him an asset for sustained engagement and retention. Such skills are highly sought-after not only at the country and regional levels but also within HQ, where UNFPA has dedicated branches focusing on resource mobilization and strategic partnerships, as well as liaison offices worldwide engaged in external relations and fundraising efforts.

Moreover, actively contributing to resource mobilization efforts in the WCA region helps solidify the candidate's grasp of UNFPA's core objectives and equips her/him with essential skills for navigating complex donor landscapes, thereby enhancing the effectiveness and potential for long-term retention. Engaging in diverse projects and initiatives in collaboration with colleagues across different offices allows the candidate to expand his/her skill set, broaden his/her network, and showcase his/her capabilities. These experiences not only strengthen the candidate's position within UNFPA but also create pathways for advancement within the organization.

Furthermore, the exposure gained in the PRM unit elevates the candidate's visibility within UNFPA. Building strong relationships with colleagues across regions and demonstrating leadership in resource mobilization and partnership initiatives enhance the candidate's profile, increasing their chances of consideration for future career opportunities within UNFPA.

In summary, working within the resource mobilization and partnership unit at WCARO serves as a catalyst for the candidate's retention and career advancement in UNFPA. By leveraging these opportunities to deepen his/her expertise, expand his/her network, and demonstrate his/her value to the organization, the candidate is well-positioned to contribute meaningfully to UNFPA's mission while advancing his/her career aspirations within the organization.

2. Does the supervisor have experience managing and coaching a young professional, and for how many years?
Yes, the supervisor has experience in managing teams, including coaching and mentoring young professionals like JPOs, young consultants, and interns. When the supervisor joined WCARO, she supervised two young professionals. In her previous capacity as Head of RCO a.i. in Iran, she managed approximately 20 people for 8 months. Previously, with UNFPA HQ, she was the supervisor of a JPO.
3. Is the work unit expected to undergo a realignment or currently in the process of realignment?

No realignment is foreseen.

4. Subject to satisfactory performance, could the work unit co-fund (50-50) the JPO post in the final year of assignment?
Depending on the decision of WCARO Senior Management and the available budget. The supervisor has mobilized funding specifically for WCARO that in principle could be allocated to the unit, but this is a decision that the RO Management will make.
5. How many P-2, P-3, and P-4 posts does the work unit currently have?
One P-5 post.

D. Duties and Responsibilities

Under the overall supervision of the UNFPA Resource Mobilization and Strategic Partnerships Technical Adviser, the JPO will support i) the UNFPA Regional Office in implementing the regional resource mobilization strategy, including exploring new strategic partnerships for the region; ii) the Country Offices in the design and implementation of their resource mobilization plans and related activities. Specifically, the JPO will provide:

- Support for strategic analysis and foresight on development finance and ODA trends for the region.
 - Conduct research and analysis on development finance, economics trends, ODA trends and other areas related to global or international financing.
 - Keep abreast of member states development focus and interest.
- Support for the implementation of UNFPA's Resource Mobilization Strategy in the region
 - Conduct research on resource strategies, fundraising options, and private sector investments.
 - Support the knowledge sharing among UNFPA offices, also through the planning of webinars, capacity building sessions and written guidelines for country offices.
 - Participate in the due diligence scoping together with HQ for RO and CO partnerships.
 - Track development and humanitarian funding and gaps.
 - Following-up on Country Offices efforts to ensure timely submission of quality reports to donors.
- Support the outreach to different stakeholders, including private partners, UN entities, IFIs, etc for new partnerships.
 - Contribute to the development of briefing notes, concept notes, reports.
 - Collaborate with the RO communication unit to bring more visibility to UNFPA's results and funding needs, also through the drafting of outreach and resource mobilization materials.
 - Work closely with communication colleagues on ensuring donors' visibility.
 - Contribute to the organization of outreach events, including briefings.
 - Any other tasks given by the Resource Mobilization and Strategic Partnerships Technical Adviser and the Regional Office.

E. Qualifications and Experience

- Postgraduate degree in social sciences, international relations, communication, or related fields.
- At least 2 years of experience in external/ donor relations, or resource mobilization, and/or partnerships (including with the private sector).
- Experience in program management as well as prior working experience in developing countries is an advantage.
- Fluency in English and French. Knowledge of other working languages of the UN is an asset.
- Ability to write clearly and concisely
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

F. Learning Elements

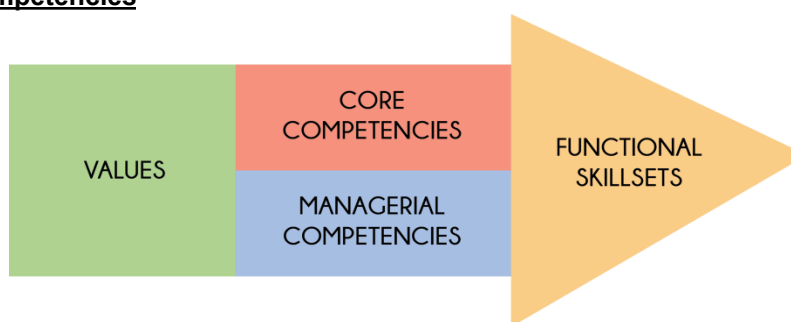
Upon completion of the two-year assignment, the JPO will be able to:

- Appraise and prepare resource mobilization strategies, programmes and action plans addressing UNFPA priorities (Maternal Health, family planning, youth, gender and human rights, etc.)
- Write reports on the implementation of the resource mobilization strategy
- Develop communication materials for advocacy and resource mobilization purposes
- Set up partnerships with different partners and stakeholders.

Furthermore, the JPO position at PRM offers a dynamic platform for career growth:

- **Global Exposure:** Engage in diverse, multilateral work, collaborating with various stakeholders.
- **Resource Management Skills:** Learn hands-on strategies for securing funds and managing partnerships, gaining valuable skills.
- **Networking Opportunities:** Build relationships with donors and different stakeholders (IFIs, UN agencies, private sector, foundations, INGOs, etc) that can open doors for future career prospects.
- **Skill Development:** Enhance negotiation, project management, and communication skills in an international context.
- **Impactful Contribution:** Directly contribute to global development efforts, addressing pressing challenges in the WCA region.

G. Required Competencies



Values: Exemplifying integrity, demonstrating commitment to UNFPA and the UN System, embracing diversity in all its forms, Embracing change.

Core Competencies: Achieving results, being accountable, Developing and applying professional expertise/business acumen, thinking analytically and strategically, working in teams/managing ourselves and our relationships, Communicating for impact

Functional Skill Set: Good interpersonal and diplomatic skills Integrity, tact and discretion, Knowledge of resource mobilization and negotiation skills, Good oral and written communication skills, Good level of judgment and initiative, Excellent time management, Attention to details and service oriented, Willingness to creatively solve problems

H. Background Information

Information on the receiving office:

UNFPA works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled. The development landscape in which the UN operates is changing fast. In particular, the SDGs, new types of development partnerships and, within the United Nations, the 'fit for purpose' agenda will demand changes in the way we operate. There is need to expand the partnership to mobilize more resources, including domestic resources, and to build resilience of the country and the communities we serve. To be effective in resource mobilization, UNFPA requires staff with heightened skills to convince donors and partners of the return on investment their assistance will yield. It also demands sophisticated negotiation and communication skills to position and brand UNFPA successfully.

With the regionalization of UNFPA, the WCA Regional Office was set-up in 2013 and a function of partnership and resource mobilization was established at that time. Since then, the volume of non core resources mobilized in the region has significantly increased allowing UNFPA in the region to expand its

activities. At the same time, the region has developed strategic partnerships with key stakeholders such as IFIs, private companies, UN entities, INGOs, Foundations, etc.

The Partnership and Resource Mobilization unit is working closely with all the RO units and 23 country offices in the WCA region to structure and support their efforts on partnership development and resource mobilization.

Family Duty Station – means that you are allowed to bring any family members.

Living Conditions at the duty station:

The JPO will be based in Dakar, the capital city of Senegal, which is a family duty station that presents relatively good living conditions with most of the economic and social amenities available at affordable cost with quality accommodation available. Senegal has developing infrastructure with common challenges like power cuts and water rationing from time to time (more and more rarely).

Several types of accommodation are available to UN staff and their dependents with good international schools, including with IB curriculum. Yellow Fever vaccine is required.