

17. A. General Information

JPO functional title: Programme Analyst, Resource Mobilisation and Donor Relations

Main sector of assignment: Resource Mobilisation and Donor Relations,
Humanitarian Response Division

Duty Station: Geneva, Switzerland

B. Supervision

Title/Level of Supervisor: Head of External Relations Unit, 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?
The work experience would expose the JPO to the overall functioning of UNFPA's humanitarian division and to how UNFPA responds in emergencies. The JPO would also engage with different division of UNFPA (such as DCS / RMB) gaining more insight into how the organization works. The JPO would also be engaging with CO's directly. The exposure gained from working in the humanitarian division could also benefit the JPO who may also want to go work in emergency settings - based on a very solid understanding of HQ, and how to mobilize resource and work with donors in support of UNFPA's responses.
2. Does the supervisor have experience managing and coaching a young professional, and for how many years?
The supervisor was a former JPO (Sudan/Kenya) in 2003-2006. The supervisor has also been a JPO mentor.
3. Is the work unit expected to undergo a realignment or currently in the process of realignment?
The realignment of the HRD has been finalized, and no further realignment is foreseen. This stability in the organizational structure could provide a stable working environment for the JPO, allowing for focused career development and contribution to the unit's objectives without the distractions or uncertainties that can come with organizational realignments.
4. Subject to satisfactory performance, could the work unit co-fund (50-50) the JPO post in the final year of assignment?
Potentially yes, subject to management approval.
5. How many P-2, P-3, and P-4 posts does the work unit currently have?
One P-5, 2 P-4, and 2 P-3 posts.

D. Duties and Responsibilities

- The role of the RM and donor relations analyst will support the head of the external relations unit to fulfill the functions of the unit related to resource mobilization and donor engagement. Specifically, s/he will be responsible for:
 - Supporting donor engagements in Geneva such as HRD donor briefings, UNFPA engagement in Member State briefings, and UNFPA's engagement high level pledging events.
 - Support the production of materials in support of resource mobilization efforts including assisting in the production of the Humanitarian Action Overview.
 - Support increased visibility of the impact of Humanitarian Thematic Fund funded interventions by supporting the preparation of annual HTF report and annual HTF donor briefing.
 - Support the proposal development and reporting on any HRD managed grants as needed.
 - Support other resource mobilization efforts as required.

E. Qualifications and Experience

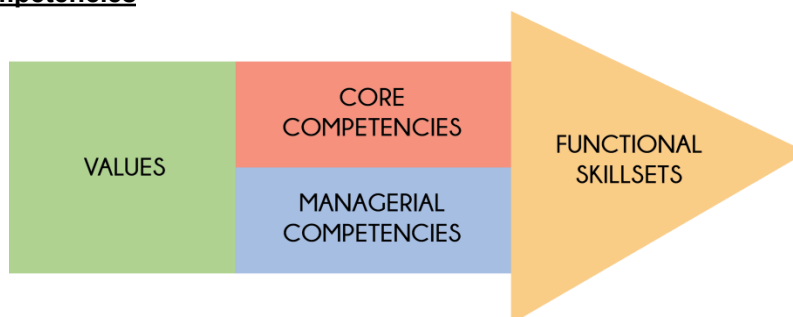
- Postgraduate degree in social sciences or related fields with specialized knowledge in the field of social science, political science, international relations or related field.
- At least 2 years of experience in advocacy, resource mobilization, partnership building, and/or institutional relationship building.
- Prior experience in developing countries is an asset.
- Fluency in English. Knowledge of French (other working languages of the UN) is an asset.
- Strong analytical and strategic thinking skills;
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.
- Excellent verbal and communication skills in English and ability to write clearly and concisely.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds
- Self-starter, proactive and passionate for the UNFPA mandate.

F. Learning Elements

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

- Appraise and prepare projects addressing sexual and reproductive health and gender-based violence in humanitarian settings.
- Be able to effectively support strategic planning processes.
- Develop quality briefing materials on a consistent basis, in consultation with internal stakeholders.
- Gain strong knowledge international humanitarian system and the roles and responsibilities of different actors.
- Gain strong knowledge of the financial humanitarian programme cycle as well as knowledge of UNFPA humanitarian pooled funds.
- Gain excellent knowledge of the UNFPA humanitarian mandate.

G. Required Competencies



Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing cultural diversity, 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.

H. Background Information

Information on the receiving office:

The overall purpose of the Humanitarian Response Division (HRD) is to facilitate the delivery of the UNFPA mandate by leading emergency response and supporting humanitarian preparedness actions in increasingly complex humanitarian situations, within globally agreed frameworks (2030 Agenda, Grand Bargain Commitments, Sendai Framework, etc.).

The position is based within the external relations unit within the Humanitarian Response Division.

Family / Non-family Duty Station– means that you are not allowed to bring any family members:
Family Duty Station.

Living conditions at the Duty Station:
Geneva is a Grade A Duty Station.