

## **22. A. General Information**

**JPO functional title:** Strategic Partnerships Analyst

**Main sector of assignment:** Corporate Strategic Partnerships,  
Private Sector and Civil Society Branch

**Duty Station:** New York, USA

Under the overall direction of the Chief of the Private Sector and Civil Society Branch, the JPO will support the Strategic Partnerships Specialist in the expansion and consolidation of the existing portfolio of corporate partners developed globally by UNFPA. The JPO will support the gathering of business intelligence on potential new corporate partners, the development of value propositions and proposals, the initiation of the outreach to new corporations, and the stewardship of existing corporate partners.

## **B. Supervision**

**Title/Level of Supervisor:** Strategic Partnerships Specialist, P-3

## **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 UN System is increasingly looking at specific skills and capabilities to work with the PS, in order to differentiate partnerships and diversify the sources of funding for the organization. Public Private partnerships experience is in general a sought of type of experience that can open doors in public and private sectors.
2. Does the supervisor have experience managing and coaching a young professional, and for how many years?  
The supervisor has experience and has been supervising in his P-3 role for the past four years.
3. Is the work unit expected to undergo a realignment or currently in the process of realignment?  
We do not expect major realignments.
4. Subject to satisfactory performance, could the work unit co-fund (50-50) the JPO post in the final year of assignment?  
In principle we will try and find solutions that can meet this expectation. We can make the proposal also in the new Strategic Plan cycle.
5. How many P-2, P-3, and P-4 posts does the work unit currently have?  
Three P-3, 2 P-2, and 2 P-4 posts.

## **D. Duties and Responsibilities**

In the first two assignment years, the JPO will be based in the Private Sector and Civil Society Branch in UNFPA Headquarters. Under the day-to-day supervision and guidance of the Strategic Partnerships Specialist, the JPO will support the expansion and consolidation of the portfolio of global corporate partners. Specific tasks include:

### **Intelligence gathering and support to outreach to corporations**

- Develop research documents and briefs to understand key priorities and interests of new corporate partners
- Analyze the strategies of global and regional corporate organizations and support to the organization of outreach efforts to these entities
- Support to the development of case studies on partnerships and models implemented by UNFPA

- Support the development of value propositions and project proposals to expand the range of corporate partners supporting the work of UNFPA
- Develop outreach material, documentation and proposals to existing and new strategic partners

#### **Stewardship of corporate partnerships**

- Day-to-day contact with corporate organizations and relevant UNFPA Business Units involved in the implementation of initiatives with corporate strategic partners
- Support the development of project reports, communication assets, stories and multimedia content showcasing the work accomplished with the support of corporate partners
- Support the governance of strategic partnerships through the organization of annual consultations, steering committee meetings, and technical review meetings

#### **Overall support to the Branch**

- Support the organization of visibility events and the development of communication assets to increase the visibility of strategic partnerships
- Assistance to the portfolio through the organization of coordination and working groups meetings with UNFPA teams and partners
- Support to the development of training material and capacity building assets to increase internal understanding and skills around strategic partnerships at all levels
- Support to the development of briefing notes, background papers and presentations for the internal and external engagement around strategic partnerships

#### **E. Qualifications and Experience**

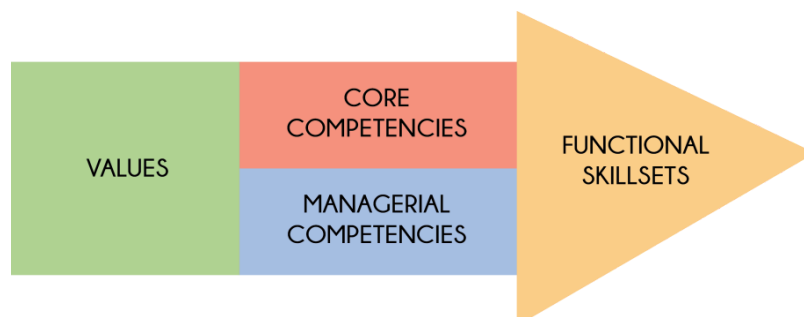
- Advanced degree in Social Sciences, Public Administration, International Relations, Development Studies or similar field.
- At least two years of experience in partnership building, resource mobilization and/or project coordination in areas relevant to UNFPA's mandate.
- Experience working in an international setting and/or in a field location is a strong advantage.
- Familiarity with UN development programmes and working methods preferable.
- English. Knowledge of another UN working language would be an advantage.
- Excellent written and oral communication skills
- 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:

- Develop strategies and roadmaps for the collaboration with strategic partners
- Coordinate and maintain continuous engagement with strategic partners around shared values initiatives
- Develop outreach material and business cases to attract new partners around UNFPA's priority areas
- Initiate communication and visibility activities to showcase the results of strategic partnerships developed by UNFPA.

#### **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.

**Functional Skill Set:**

Communicating in a credible and effective way, advancing a policy-oriented agenda,  
Providing conceptual innovation to support program effectiveness,  
Strategically positioning UNFPA program,  
Building and promoting partnerships across the organization and beyond,  
Strengthening the programming capacity of the Country Office,  
Facilitating quality programmatic results.

## **H. Background Information**

**Information on the receiving office:**

The Private Sector and Civil Society Branch has a total of sixteen (16) staff members under the leadership of the Branch Chief. The Branch leads the corporate effort to strengthen and expand partnerships with a range of private strategic actors: corporations, foundations, civil society, parliamentarians, academia and the general public.

In 2016, UNFPA decided to invest in creating a structure for strategic partnerships. The UNFPA Framework for Strategic Partnerships was built through a corporate participatory process to define the overarching purpose and principles for UNFPA partnerships. It details specific strategies for different categories of partners, and outlines the organizational position, roles, and structure of the Private Sector and Civil Society Branch.

The Strategic Partnerships Framework highlights four corporate strategic purposes for building partnerships:

- Reach to galvanize broad endorsement and visibility of UNFPA as the leading UN agency working to preserve and improve the health and well-being of all people
- Resource mobilization to cultivate a robust and differentiated portfolio of donors supporting UNFPA's programmes and contributing to organizational sustainability
- Brainpower to back UNFPA with a network of partners who enhance operational capacity by delivering or contributing to innovative solutions
- Alliances to continuously expand government and public support

**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:**

New York is a headquarters duty station and provides a comfortable living environment.