

**JPO functional title:** Programme Analyst, Resource Mobilization

**Main sector of assignment:** Resource Mobilization, Innovative Financing and Partnerships

**Country and Duty Station:** Bujumbura, Burundi

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/Level of Supervisor:** Representative, P-5

**Content and methodology of supervision:**

**C. Duties and Responsibilities**

Under the direct supervision of the Head of Programme and working closely with the Programme Unit, the Resource Mobilization, innovative financing and partnership Specialist will undertake the following tasks:

- Ensure strategic partnerships with government and national institutions, development partners, UN and non-UN system organizations as well as the private sector;
- Support the management and the coordination of relationships with key partners;
- Provide technical inputs to senior management's efforts at the country level to develop new and innovative partnerships;
- Assess the state of the development space in Burundi and its implications on UNFPA with emphasis on the International Conference on Population and Development (ICPD) Agenda and the relevant SDGs;
- Support the CO in positioning of the ICPD Agenda as well as all other relevant campaigns and UNFPA related mandate and global commitments, through the identification, initiation, development and maintenance of strategic partnerships, including national, regional and global;
- Assist in policy dialogue and advocacy with government, parliamentarians, senators, civil society, private sector, philanthropists and academic institutions to further the advancement of ICPD and relevant SDGs and foster partnerships;
- Develop briefing documents, concept notes and proposals with relevant colleagues and heads of units to be submitted to potential donors to advance the ICPD agenda and meet the targets as set in the UNFPA Burundi Country Programme;
- Manage the development and implementation of differentiated, donor fund-raising strategies, aligned and coordinated with country-level activities initiatives and outreach activities;
- Provide technical support the drafting and review of partner-specific Framework Arrangements and Cost Sharing Agreements ;
- Provide support in Coordination with the Monitoring and Evaluation Officer for the collection of information and preparation of results-based reports for external constituencies ;
- Monitor emerging issues that could affect partnerships and resource contributions at the national or regional levels (risk management) ;
- Regularly update and coordinate the implementation of the Resource Mobilization, innovative financing and Partnership Strategy;
- Undertake mapping of potential strategic partners and identify opportunities for resource mobilization and co-financing including innovative financing e.g. social bonds;
- Work in collaboration with the communications unit to develop visibility materials to be used for outreach of potential partners and donors;
- Carry out any other duties as may be required by the Representative and/ or Head of Program.

**D. Qualifications and Experience**

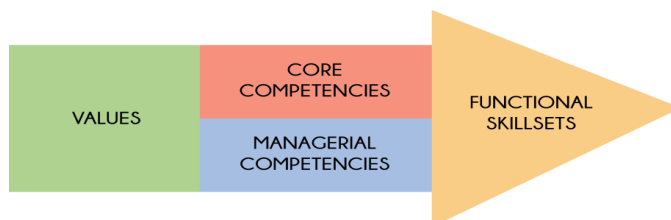
- Master's degree in social sciences or related fields with specialized knowledge in the field of Resource Mobilization, innovative financing and Partnership;
- At least 2 years of experience in Resource Mobilization, innovative financing and Partnership; Prior experience in developing countries is an asset;
- Fluency in English. Knowledge of French (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.

#### E. Learning Elements

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

- Prepare and appraise projects concept notes and proposals
- Monitor progress of projects by using DARTS, CRM
- Update the CO communication and resource mobilization strategy
- Engage new partnerships/stakeholders nationally/regionally and internationally and maintain the relationship with current ones
- Develop briefing materials in the area of new potential partnerships

#### F. 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:**

- Commitment to development issues, especially sexual and reproductive health issues
- Experience in resource mobilization and partnership building particularly in a developing country context
- Enjoy working in a demand-driven environment, motivated by a willingness to respond rapidly and effectively to the needs of many stakeholders.
- Public relations, verbal and written communication skills
- Analytical competencies and experience working in teams
- Experience working in developing countries.

## **G. Background Information**

### **Information on the receiving office:**

#### **Family Duty Station**

#### **Living conditions at the Duty Station:**

Located on the borders of East and Central Africa, Burundi is surrounded by Rwanda to the north, the Democratic Republic of Congo to the west and Tanzania to the southeast. Rwanda to the north, the Democratic Republic of Congo to the west and Tanzania to the southeast.

Burundi is a former Belgian colony, independent since July 1, 1962. It has a surface area of 27,834 km<sup>2</sup> and an estimated population of 13 million in 2023. The political capital is Gitega, in the center of the country. Bujumbura is the economic capital located on the shores of Lake Tanganyika in the west of the country. Ngozi, Muyinga and Rumonge are other major cities of the country. The national language is Kirundi. French is the official language. English is the 2nd language taught, while Swahili is spoken in urban areas. Burundi's climate is equatorial, with altitudes varying between 774 m and 2670 m. In Bujumbura, the economic capital, temperatures range from 25 to 30°C during the day. Most days are sunny and warm, but a little cool at night. Rainfall levels vary across the country: in the north-west, in the Rusizi valley the Rusizi valley and the entire Imbo plain, receives the least rainfall in the country. Here, between 750mm to 950mm of rainfall per year. For the rest of the country, rainfall averages between 1000mm and 1500mm of rainfall per year. The dry season runs from May to October, while the rainy season lasts for the rest of the year. The driest months are June, July and August. The central plateau zone of the country has a pleasant, cool climate, with average annual temperatures of around 20°C. At higher altitudes, the temperature decreases, reaching an average of 16°C in the high mountain areas. Burundi's landscapes are varied. On one side are the mountains overlooking the depression of Lake Tanganyika, and on the other are the plateaus. In town, caution is always the order of the day. Avoid taking out cell phones and wallets in public, and do not display valuables. Saturday mornings are generally reserved for community work. For this reason, stores and banks open from 11:00. For security reasons, it is recommended to have the identity documents at all times.