

Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Title: JPO –Multilateral Partnerships Analyst – Thematic area: Partnerships/ Resource Mobilization

Organizational Unit:

Bureau of Strategic Planning, Section for Donor Outreach and Resource Mobilization

Duty Station: Paris, France

SUPERVISION

Direct supervision by: Head, Multilateral Partnerships Unit

DUTIES AND RESPONSIBILITIES

Under the overall authority of the Chief, Outreach and Resource Mobilization and working closely with the Head, Multilateral Partnerships Unit, the Junior Professional Officer will support various aspects of partnership development and management, development and implementation of partner engagement strategies and approaches for assigned multilateral partners, including vertical funds and innovative financing instruments, to enhance UNESCO's strategic partnerships and scale up resource mobilization for large scale, high-impact, scalable programmes.

Within this context, the JPO will be responsible for:

Partner intelligence and strategic positioning

- To assist in keeping track of political and economic developments that have an impact on existing and potential partnerships with UNESCO, and proactively share developments with senior management, field offices and relevant units across UNESCO.
- To assist in keeping track of thematic priorities with partnership potential and identify and pursue opportunities for outreach, engagement, policy influence, and partnership development, including by anticipating and responding to partners' concerns and priorities.
- To assist in identifying opportunities to strategically position UNESCO including in national and international events and processes, in close coordination with Programme Sectors, Field Offices and specialized institutes.
- To assist in preparing specific partner-related materials such as briefing notes, intelligence, and contact reports, and provide inputs to broader corporate intelligence products and analysis developed by the Bureau of Strategic Planning as

needed; assist in preparing comprehensive and substantive briefs, reports, statistics, income projections and requirements for senior management for assigned countries.

Partner engagement and relationship management

- To assist in developing and maintaining excellent channels of communication and strong working relationships with multilateral partners, contributing to a database of key contacts.
- To assist in keeping track of key high-level counterparts and proactively facilitate high-level contacts with senior UNESCO officials.
- To assist in developing and implementing partner engagement strategies, proactively coordinating outreach from UNESCO's senior management in order to promote cooperation with UNESCO and attainment of UNESCO's strategic objectives.
- To assist in coordinating closely with the relevant UNESCO services to ensure that appropriate visibility is afforded to key partnerships and their results.
- To assist in coordinating, facilitating and supporting regular strategic dialogues, review meeting and other consultations with partners, ensuring appropriate level of engagement of UNESCO's senior management.

Portfolio management and advisory support

- To assist in keeping track of the portfolio of agreements with partners, contributing to risk analysis, anticipating possible issues and troubleshooting as required in close collaboration with Programme Sectors, Field Offices and specialized institutes; raise potential issues with senior management as required.
- To assist in supporting Programme Sectors, Field Offices, specialized institutes and other relevant units in framing new proposals in line with the partner priorities with a focus on quality, long term, flexible funding.
- To assist in providing advice and feedback to UNESCO Programme Sectors, field offices and specialized Institutes to ensure that expectations relating to relating to overall partner engagement, results focus, partner visibility and recognition, funds management modalities, accountability, quality reporting and transparency are met.
- To guide and support UNESCO units, including field offices, in their engagement with partners, advise them on proposal development, and to coordinate closely with the Grants Management Section, the BSP Unit for field support and other HQ services as required.
- To contribute to the design and roll out of specific thematic or geographic partner engagement strategies as required and to the provision of capacity development to colleagues on resource mobilization and partner engagement.

- To perform any other related duties and tasks as assigned by the Head of the Bilateral Partnership engagement Unit, and/or the Director of Partnerships.

REQUIRED QUALIFICATIONS

Education: Advanced university degree in economics, development studies, business administration, public policy or related fields.

Work experience:

- Preferably a minimum of two years of experience in the fields of multilateral partnerships, including innovative finance, vertical funds, climate finance and/or related fields
- Professional writing and research experience.
- Demonstrated ability to propose novel ideas.
- Experience developing and sustaining partnerships with outside individuals and organizations to advance shared objectives.

Competencies and skills:

- Strong analytical and drafting skills.
- Excellent communication skills (written and oral) in English and able to exchange information on complex issues.
- Strong problem-solving skills.
- Reads widely and stays abreast of trends and innovative concepts, opinions and practices.
- Shares ideas with others.
- Good organizational, time management and project implementation skills.
- Ability to work effectively in a team and to maintain good working relations with professionals in a multi-cultural environment.
- Integrity and professional discretion.

Languages:

- Excellent knowledge of English; knowledge of French and/or another UNESCO official language is an asset.

LEARNING ELEMENTS

- Develop familiarity with UNESCO's work and mission
- Develop the ability to analyze and integrate knowledge in a complex environment, formulate and communicate judgements;
- Deepen understandings about the ways research, foresight and innovation can help influence policies at both global and national levels;

- Develop interpersonal skills to work effectively in an international environment involving multiples stakeholders and partners.

BACKGROUND INFORMATION

The Division for Partnerships, within the Bureau of Strategic Planning (BSP), is responsible for coordinating UNESCO's public and private partners including key interlocutors from bilateral donors, United Nations and multilateral organizations, regional institutions such as the European Union (EU) and regional banks, civil society, philanthropy, foundations and corporations. It works to diversify and expand UNESCO's donor base and provide backstopping and guidance to UNESCO Programme Sectors, field offices, and Category 1 Institutes in support of their efforts to engage with partners and mobilize resources. The Division for Partnerships is responsible for the elaboration of strategies for partnerships and resource mobilization, in line with UN reform and best practices in these areas.