



UNITED NATIONS CHILDREN'S FUND JPO Request Form



Training and Learning Plan

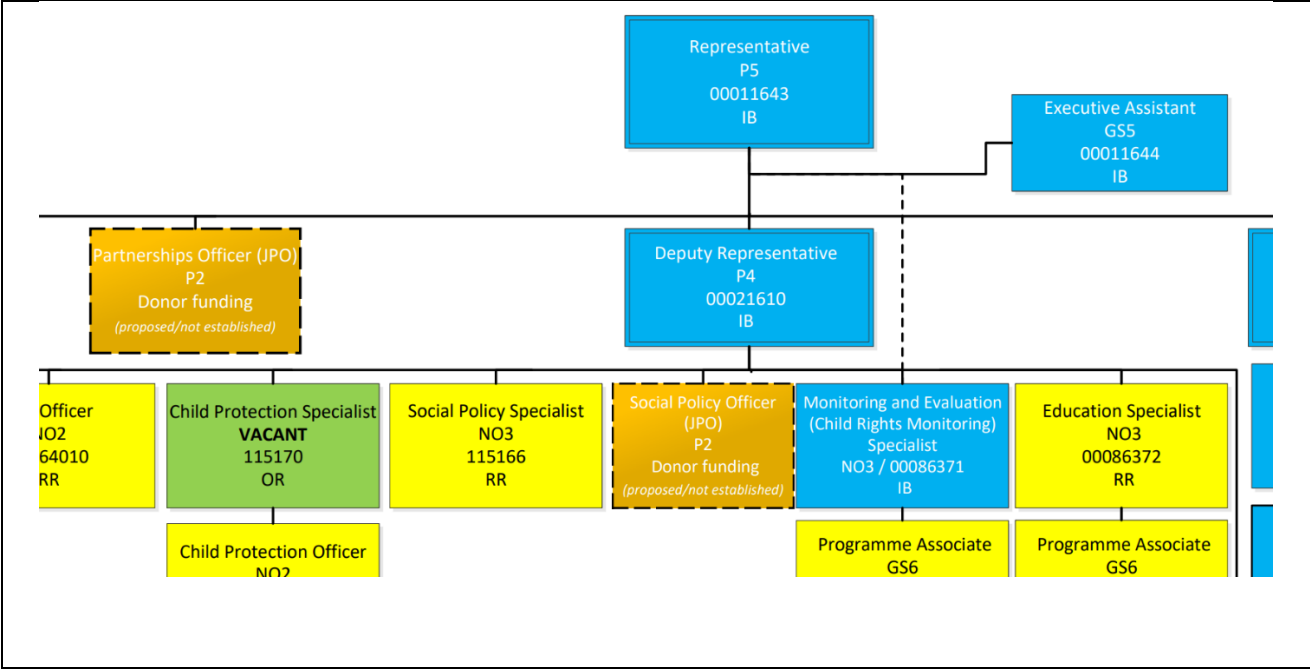
- ✓ Participation in a one-week JPO Induction Programme at UNICEF HQ;
- ✓ Guidance and advice in relation to training opportunities within the field of expertise;
- ✓ Use of yearly JPO training funds for internal/external training opportunities;
- ✓ Mentoring, Coaching, and Career Counselling with the Representative and Deputy Representative in the country, with the Partnership Team at the Regional Office and with the Regional Partnership Network;
- ✓ Encourage field missions in Turkmenistan and stretch assignment during or after the 2nd year
 - ✓ UNICEF online Courses on Partnership and Fundraising for Children
 - ✓ UNICEF promotes a culture of career development based on the principle of partnership between staff member, supervisor, and UNICEF. During the assignment the JPO will have access to resources and services for career development, including but not limited to regular guidance from supervisor, other senior staff and HR, tools to evaluate skills and strength, coaching to manage career effectively including career counselling with professional coaches.
- ✓ The Representative, who will be the supervisor of the Partnership Officer (JPO), is the most senior staff member at UNICEF Turkmenistan at P5 level and with 23 years of experience in managing teams and programmes.

Information and living condition of Duty station: [For Filed Office locations only]

General Information	<i>Turkmenistan is an upper-middle-income country. Ashgabat, the capital and largest city in Turkmenistan, is a "family" and non-emergency "C" duty station. It has relatively good health, education and transportation facilities. There are a variety of sport and cultural activities offered (e.g. sightseeing, theatres, cinemas, exhibitions), and restaurants that</i>
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	<p><i>offers typical local as well as international cuisine.</i></p> <p><i>Winter in Ashgabat is a bit cold but not freezing: the average in January is 4 °C (39 °F). The southern wind can raise the temperature to around 20/25 °C (68/77 °F) even in winter.</i></p> <p><i>Summer, from June to August, is very hot and sunny. Highs are around 37/38 °C (99/100 °F), but with peaks of 45 °C (113 °F) and more.</i></p> <p><i>Ashgabat has one international airport “Oguz han”. Turkmen airlines operate flights to some major European and Asian cities. Flight connections are possible via Istanbul and Dubai.</i></p> <p><i>UNICEF Turkmenistan office has 24 staff and is co-located together with other UN agencies in the premises of UN House in Ashgabat.</i></p>
Security	<p><i>Turkmenistan is considered a safe location provided usual safety measures in place. The UN state of alert for Turkmenistan is SLS 1 – Minimal and considered non-restrictive regarding family accompaniment at the duty station. At present, there are no off-limits areas in Ashgabat and in the countryside.</i></p>
Housing	<p><i>Different types of long-term accommodation are available in Ashgabat: standalone houses, apartments. These could be furnished and/or fully serviced, or unfurnished.</i></p>
Schools & Childcare	<p><i>Most of international staff's children attend QSI international School About Us - Ashgabat International School (qsi.org) with an academic system that is widely recognized abroad. QSI International School includes kindergarten, pre-primary, primary and secondary classes.</i></p> <p><i>QSI International School of Ashgabat, is a member of Quality Schools International (QSI), a private, non-profit, coeducational, college-preparatory institution. QSI Ashgabat was founded in 2005 to provide quality education in English for expatriates and local citizens who are seeking an English education option for their children.</i></p>
Work for spouses & partners	<p><i>Work opportunities for spouses/partners are limited. If hired by any organization a work permit must be applied for spouses/partners through the same hiring organization. In order to provide career support to spouses and partners of UNICEF IP staff globally, the Spouse/Partner Career Support unit arranges workshops and webinars, as well as online language training.</i></p>

Reporting line of the JPO	
	<div>UNICEF Turkmenistan CO</div>





UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Partnership Officer**
Supervisor Title/ Level: Representative (P5)
Organizational Unit: Front Office
Post Location: Ashgabat, Turkmenistan

Job Level: P2
Job Profile No.:
Job Classification Level: P2

II. Strategic Office Context and purpose for the job

Established in 1946, UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help children fulfil their potential.

With office presence across 190 countries and territories, UNICEF works to ensure that every child survives and thrives, learns and acquires skills for the future, lives free of poverty in a sustainable climate and environment, and is protected from violence, exploitation and abuse.

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism.

To further accelerate results for children UNICEF is working to enhance the governance for children, results based budgeting and planning for improved service delivery, better accountability, adequate financing options, while making sure children needs are prioritized and protected, especially those of the most marginalized.

Although Turkmenistan is categorized as an Upper Middle Income country, several child survival, health and wellbeing indicators are significantly behind its comparators and the SDG targets. Being a neutral and non-aligned country makes Turkmenistan not very donor-attractive. The position of Partnership Officer shall help UNICEF to form strong partnerships with key stakeholders, diplomatic community and International Financial Institutions to enable effective fundraising for the cause of children in the country, and reporting back about the achievements and key issues.

UNICEF has been active in developing and leading joint programmes with other UN agencies and has been part of several proposals to the multilateral financing schemes.

Purpose for the job:

The position's purpose is to support the Representative and the Senior Management in deepening collaboration with key stakeholders and helping to provide an interface for environmental scanning, knowledge exchange, resource mobilization, and policy influence within the scope of assignment. The key result is to ensure greater visibility for UNICEF and influence in support of its mission.

Positions at the P2 level are considered as supportive roles to higher level professionals that are centered on providing research, analysis and recommendations . Therefore, while these positions contribute substantively to organization-wide strategies, they should also be considered as opportunities for incumbents to acquire professional expertise, organizational knowledge and exposure for further career advancement.

III. Key functions, accountabilities and related duties/tasks:

1. Contribute to the implementation of Partnership and Resource Mobilization Strategy of UNICEF Turkmenistan.
2. Build and maintain UNICEF's partnerships, by supporting the development and implementation of standards and guidance for UNICEF partnerships; formulation of work plans and strategies.
3. Support the development of frameworks and templates and review partner agreements and amendments for senior staff approval, ensuring compliance with UNICEF rules and regulations.
4. Maintain up-to-date information on partner and income trends, analyse development assistance policies and keep resource partner profiles updated.
5. Help supervisor maintain effective relationships with member states, UN agencies, NGOs, host government and other partners, in order to keep them informed on important, strategic operational UNICEF issues.
6. Attend meetings with the UN and other multilateral bodies, NGOs, member states, taking notes, sharing information, and supporting joint information programmes to increase UNICEF's profile, and protect its interests.
7. Contribute to ideas for opportunities to develop new and existing synergies with other UN agencies to senior external partnership officers in order to support a more effective and efficient approach to programme delivery
8. Assist with the preparation of information to provide to member states, UN agencies, NGOs, host government and other partners on the strategy, design, relevance and impact of programmes, to advocate the work of UNICEF.
9. Collate and share relevant discussion and feedback on programme activities and issues of priority to UNICEF, gathered from member states, UN agencies, NGOs, host government and other partners, to engage them with inter-governmental/inter-agency discussion and inform future activities.
10. Gather inputs from UNICEF that will contribute to inter-governmental/inter-agency work, to ensure that UNICEF positions are properly explained and taken into account in decision making
11. Maintain awareness of current activities, political and social events of UN and other multilateral bodies/governments, conduct analysis to understand how they may impact UNICEF activities and programmes and provide timely information to UNICEF staff for decision-making.

12. Conduct research on perspective new partners for UNICEF, and provide analysis of the areas of work, outreach, financial based and reputation of prospective partners.

IV. Impact of Results

The incumbent gathers, analyses and reports information in a manner that draws out fact-based insights to inform approaches to partner relationships and support substantive discussion with partners. S/he captures relevant information and progress, and ensures internal information sharing.

Accurate and timely information to partners will strengthen the credibility of the organization which in turn will result in trust and increase resources to the organization. Well analyzed and support to senior management can result in an increase of funding opportunities.

V. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

Core competencies skills

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drives to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Functional Competencies and skills

- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.
- Strong communications skills, verbal and written.
- Strong networking and negotiation skills
- Strong familiarity with political and governmental processes
- Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the organisation.
- Advanced knowledge of partnership development and resource mobilization.
- Ability to conduct sound policy analysis.
- Ability to contribute to formulation of strategies and policies.

VI. Recruitment Qualifications

Education:	A university degree is required in one of the following fields: international relations, political science, communications, international development, or another relevant technical field.
Experience:	A minimum of two years of professional experience in one or more of the following areas is required : public affairs, programme management, resource mobilization, external relations, or other relevant area.
Language Requirements:	<i>Fluency in English is required. Knowledge of Russian, Slavic or Turkic languages is considered an asset.</i>