



UNITED NATIONS CHILDREN'S FUND
JPO Request Form. Revised 19.11.204



Training and Learning Plan

- ✓ Participation in a one-week JPO Induction Programme in New York.
- ✓ Guidance and advice in relation to training opportunities within the field of expertise.
- ✓ Use of yearly JPO training funds for internal/external training opportunities.
- ✓ Participation in the Mentoring, Coaching, and Career Counselling and Career transition programmes.
- ✓ Encourage field mission and/or stretch assignment during and after the 2nd year

In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

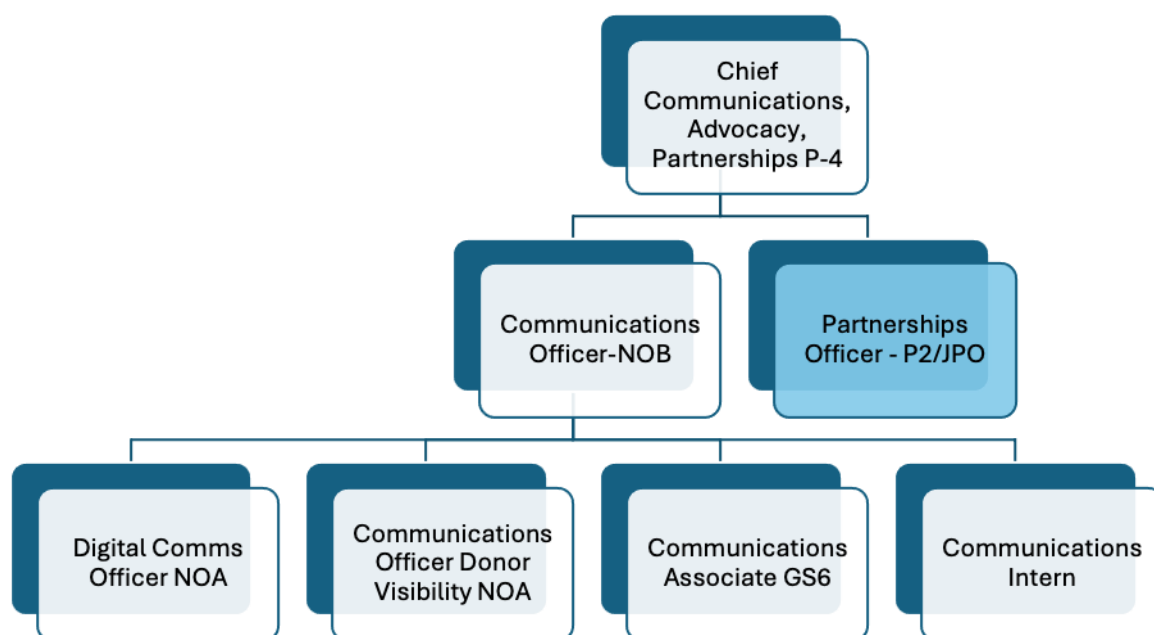
- ✓ **On the job training and mentoring:** The person will have the advantage of working across multiple programme domains in the country office gaining experience and exposure to Communication, advocacy and partnerships, Adolescent participation, Education, Social protection, Child protection, Social Behaviour Change, including guidance and development support from senior technical experts in the above domain.
- ✓ **Certified Training programmes:** will have opportunity utilize UNICEF training budget to participate in all internal mandatory training and access UN recognized certified-career development trainings through UNICEF supported online training platform.
- ✓ **Field visits and field experience:** will accompany program and Communications staff on regular field visits to support events and other office activities.

Information and living condition of Duty station:	
General Information	<p>The Republic of Tajikistan is located in the south-east of Central Asia. The total territory is 143.1 thousand square kilometers. The population is around 10 million people. The currency unit is Somoni introduced in October 2000.</p> <p>The geography of the Republic of Tajikistan is mountainous with heights above sea level varying between 300 and 7495 meters. Mountains belonging to the highest ranges of Central Asia make up 93% of the total area of the country.</p> <p>UNICEF operates from Dushanbe, the national capital of Tajikistan, located along the Varzob River in the Gissar valley, in the southwest of the country. Dushanbe has a population of about 1 million inhabitants. It is a family friendly duty station. Official language is Tajik (a variant of Persian; Farsi), while Russian is widely used.</p> <p>Dushanbe is a clean, European-style city. The city is located at 820 meters above sea level and has wide tree-lined streets with plenty of cafés to enjoy coffee or tea with local sweets. Dushanbe is the financial, political, administrative, and cultural capital of Tajikistan. All Government offices and Embassies are located in Dushanbe.</p>
Security	<p>The overall Security Level for Tajikistan, including Dushanbe where UN personnel resided is low. The threat rating of the Crime category is moderate. The general crime situation is assessed as moderate and is under control by law enforcement agencies. The number of registered crimes in Tajikistan during the current year decreased by 6.8% from the corresponding period of the previous year (2022).</p>
Housing	<p>Different types of long-term accommodation are available in Dushanbe: standalone houses and apartments are most common housing. The price for monthly rent varying depending on location, size and condition. It is recommended to choose an apartment that has secure doors and windows, and limits access to the building at the main entrances. The physical security aspects of housing are important such as having grills on lower floor windows, having functional CCTV system, ensuring well-illuminated streets and entrances, and choosing residences in good neighborhoods. Local Admin team will support international staff in identifying the most suitable option.</p>
Schools & Childcare	<p>Most of UNICEF international staff's children attend international schools with an academic system that is widely recognized abroad.</p> <p>There are few international schools available in Dushanbe: QSI International (dushanbe.qsi.org), Contofield International (https://contofield.com/), Modern International School (https://mistj.edupage.org/). There is number of childcare and pre-school institutions available for children under the school age. Local Admin team will support international staff in identifying the most suitable option.</p>
Work for spouses & partners	<p>Work opportunities for spouses/partners are limited. UNICEF, to the extent possible, assist spouses of international staff members seeking employment in UNICEF or other UN agencies. A spouse of an international staff member may be recruited to fill a vacant post provided that: a) his/her qualifications meet the requirements of the vacant post; b) his/her qualifications are substantially equal to those of competing external candidates; c) the fullest regard has been given to the qualifications and experience of staff already in service; d) he/she will not be assigned to serve in a position: which is superior or subordinate in line of authority to his/her spouse; and/or where it could be perceived that there is a conflict of interest because of the nature of the work.</p>

Reporting line of the JPO

Communications, Advocacy and Partnerships Organigram, UNICEF Tajikistan Country Office

JPO will Report to section Chief (P4-level)



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: Partnerships Officer
Supervisor Title/ Level: **Chief CAP, P4**
Organizational Unit: Communication, Advocacy and Partnerships
Post Location: **Tajikistan Country Office**

Job Level: P2 /**JPO**
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level: P2

II. Organizational Context and Purpose for the job

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 the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nation.

Job organizational context:

As part of its obligations to donors, UNICEF Tajikistan is committed to provide results-based reporting on programme achievements. Such documentation and reporting require coherent quality assurance across all UNICEF sectors as well as ensuring timeliness of reports. As an integral part of the Communications, Advocacy and Partnerships section (CAP), the officer is also tasked with supporting the Chief of CAP, and program sections, with drafting high quality donor proposals and concept notes, and engaging in business intelligence research, prospecting and partnership identification in the country office.

The incumbent will join a young and vibrant team and will join an office and team culture that supports young professionals with career development opportunities, as well as cultural and personal growth.

Purpose for the job:

Under the supervision of the Chief of CAP, the Partnerships Officer will be accountable for monitoring, editing and timely submission of Donor Reports, and responsible for coordination/editing/content development with respective program colleagues in the submission of funding proposals and concept papers to donors as per donors' framework agreements. The incumbent will also be responsible for researching the donor landscape, and providing relevant business intelligence on donor trends and opportunities in both Tajikistan and the region, to the Chief of CAP.

The incumbent will also be tasked with supporting outreach, events, and proposal development to the Embassy of the **People's Republic of China (PRC)**, and the **Government of Switzerland**, Swiss Development Co-operation offices, including liaison with UNICEF offices in Beijing and Geneva.

The incumbent will also support events, and with regular field experience under the supervision of the Chief of Communications, Advocacy and Partnerships. The CAP Supervisor has extensive experience managing a team where the average age is between 25- 30 years old fostering a dynamic and supportive work environment, with attention to supporting the incumbent with career development and opportunities with UNICEF.

The team also engages in regular social and cultural activities, and the incumbent will be part of this experience to nurture both professional, and personal development.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

Ensure timely and accurate reporting to donors, partnership building and support resource mobilisation activities:

- Ensure timely and accurate reporting and monitoring of donor interests and information needs. This includes notifying sections of deadlines/timelines, gathering

of information, consolidation, editing and production and quality control of quarterly and final reports and submission into FIORI against fixed deadlines.

- In collaboration with the deputy Representative and Sections Chiefs, support the development of fundraising proposals and concept notes, for the Tajikistan Country Office in line with the overall fundraising strategy. This includes compilation of information, editing and layout of these documents when necessary.
- Support research and business intelligence, and opportunity identification to support resource mobilisation in the country office.
- Support the Chief of CAP in the development of frameworks and templates and review partner agreements and amendments for senior staff approval, ensuring compliance with UNICEF rules and regulations.
- Maintain up-to-date information on partner and income trends (pipeline), analyse development assistance policies and keep resource partner profiles updated.
- 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.
- Conduct research on perspective new partners for UNICEF, and provide analysis of the areas of work, outreach, financial based and reputation of prospective partners.
- Supporting relationship and donor management with the Embassies of the **People's Republic of China (PRC)** in Dushanbe, and the **Swiss Development Co-operation office (SDC)** in Dushanbe, including arranging events, donor field visits, and private sector outreach from both countries to support UNICEF's work with children in Tajikistan.
- Preparation of briefing notes to support meetings with the **Chinese and Swiss Ambassadors**, and private sector companies (Chinese/Swiss) with whom UNICEF's is engaged in Tajikistan.

Promoting Compliance, Utilization and Control measures regarding grants management:

- Work with the Budget Officer to enhance methods to increase office awareness of the utilization and reporting requirements.
- Work with the Budget Officer to promote regular monitoring of utilization/expenditure, expiring funds and funding gaps involving all sections.
- Update and maintain information on all the donor and programme proposal and reporting requirements. Ensure section heads and field offices are updated on these requirements and follow up as required.
- Work with Budget Officer to train and plan regular meetings with programme officers and Programme Associates to ensure awareness of utilization and reporting requirements, familiarization with contribution SOPs and processes and where to find key information.

IV. Impact of Results

- Decision making on methods of work and prioritization of work.
- Makes recommendations to supervisor on the quality and content of donor reports and proposals.
- Incorrect reporting can damage the credibility of the organization.
- Poor quality submissions of donor reports and/or concept papers can impact the overall financial health of the country office.
- Improved co-operation with both the **Swiss Co-operation office** and **Chinese embassy** in Dushanbe.
- Exposure to career development opportunities for young professionals within UNICEF and the wider UN system.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles.

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies:

- 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)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

VI. 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.

VII. Recruitment Qualifications

Education:	University degree in social or political sciences, international relations, international development, planning, communications, journalism 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, donor/external relations, report writing or other relevant area. Relevant experience working in a related UN or development organization preferable.

Language Requirements:	Fluency in English (written and oral) and another UN language is essential. Knowledge of local languages (Tajik or Russian) of the duty station would be an asset.
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