



UNITED NATIONS CHILDREN'S FUND JPO Request Form



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 mentoring, coaching, career counselling, and career transition programmes.
- ✓ Encouraged participation in field missions and/or stretch assignments during and after the second year.

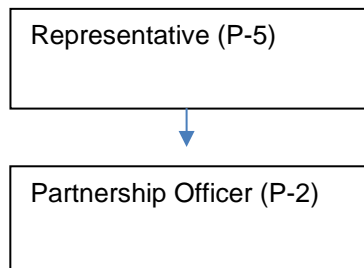
In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

- **Understanding UNICEF Operations:** Exposure to UNICEF's full work spectrum, including planning, workplan development, implementation, monitoring, and reporting.
- **Working in Development Settings:** Experience in both development settings, including working with diverse, multi-cultural teams, interactions with high-level government officials, and UN agencies.
- **Career Prospects and Retention:** Potential to continue supporting UNICEF's programme planning for the 2026-2030 Country Programme, with the opportunity for retention to strengthen country office capacity. Participation in all required training, both online and in-person (e.g.: Results-Based Monitoring (RBM), Prevention of Sexual Exploitation and Abuse (PSEA), eWorkplanning, etc.).

Supervisor's Experience: Direct supervision from a supervisor with extensive experience in coaching and managing multi-cultural teams, providing strong mentorship and developmental opportunities.

Information and living condition of Duty station:	
General Information	Azerbaijan is a country of contrasts, where modern cities like Baku offer a comfortable lifestyle with good services, while rural areas face more challenges like limited access to healthcare and jobs. The country's oil wealth has boosted development, and currently, the country is upper-middle-income.
Security	The country is considered generally secure and safe. UNICEF Country Office is located in the centre of Baku and it is in a safe area of town. Overall, commuting within and outside of the city is safe. To avoid traffic jams, it is recommended to rent an apartment close to the office in Sabail, Nizami and Yasamal districts of Baku.
Housing	Decent housing is available, and the UNDSS provides advice and clearance on housing for international staff. Apartments are available for short- and long-term rent. All new residential buildings have hot and cold water, electricity, central heating or an individual combi heating system. In some older buildings residents can experience shortages in water, gas and electricity supplies. The average monthly fee for a one-bedroom apartment is 700 – 1000 AZN (400-600 USD). Further details and support will be provided by Admin prior to arrival at the duty station.
Schools & Childcare	Most of the international staff's children attend international schools with an academic system that is widely recognized abroad. International schools often include kindergarten and pre-school classes.
Work for spouses & partners	UNICEF encourages and promotes spouse or partner employment, including within UNICEF, and supports job searching if a suitable position is available.

Reporting line of the JPO
Partnerships Officer (P2) will report to the Representative (P5)





UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: Partnerships Officer
Supervisor Title/ Level: Representative, P-5
Organizational Unit: Office of Representative
Post Location : Baku, Azerbaijan Country Office

Job Level: **Level 2**
Job Profile No.:
CCOG Code: **1A10**
Functional Code: **PAR**
Job Classification Level: **Level 2**

II. Job 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 — will not only give all children the opportunity to fulfil 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 nations.

Job organisational context and purpose for the job :

These jobs are found in Headquarters (HQ), Regional Offices (ROs) and Country Offices (COs), usually reporting to a more senior staff member within the field of partnerships.

The position's purpose is to support Partnership Specialists and 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/NOB 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 the work plan for the assigned area, to ensure timely and cost effective delivery of results, in accordance with UNICEF's partnership strategy.
2. Build and maintain UNICEF's partnerships by supporting the development and implementation of standards and guidance for UNICEF partnerships with the private and public sectors and 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. In coordination with the Regional High Impact Partnerships Manager, contribute to the development, planning, and implementation of an outreach plan for prospects, including through new partnership models, products, and materials.
6. Provide support in prospecting efforts for a prioritized list of prospects - Lead the partnership prospecting and development for a selected number of opportunities.
7. Help supervisor maintain effective relationships with member states, UN organisations, NGOs, host government and other partners, including the business sector, in order to keep them informed on important, strategic operational UNICEF issues.
8. Prepare background and other relevant information for and attend meetings with the UN and other multilateral bodies, NGOs, potential donors, and business sector, taking notes, sharing information, and supporting joint information programmes to increase UNICEF's profile, and protect its interests.
9. Contribute to ideas for opportunities to develop new and existing synergies with other UN organisations to senior external partnership officers in order to support a more effective and efficient approach to programme delivery
10. Assist with the preparation of information to provide to partners from the public and private sector, NGOs, host government and others on the strategy, design, relevance and impact of programmes, to advocate the work of UNICEF.
11. Collate and share relevant discussion and feedback on programme , interventions, and issues of priority to UNICEF, gathered from member states and different partners, including the business sector, UN agencies organisations, NGOs, host government and other partners, to engage them with inter-governmental/inter-agency discussion and inform future activities.
12. Gather inputs from UNICEF HQ and regional levels that will contribute to Country Office positioning and work with public and private sectors, including businesses, to ensure that UNICEF positions are properly explained and taken into account when objectives and details of cooperation are being agreed.
13. Maintain awareness of current interventions, and political and social events in the public and private sectors, UN and other multilateral bodies/governments, conduct analysis to understand how they may impact UNICEF interventions and programmes and provide timely information to UNICEF staff for decision-making.

14. Conduct analysis/research on prospective new partners for UNICEF and provide analysis of the areas of work, outreach, financial base 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 quality support to senior management can result in enhancing cooperation with partners from the private and public sectors and an increase in funding opportunities.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

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

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

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.
- Ability to conduct sound policy analysis.
- Ability to contribute to formulation of strategies and policies.

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VII. 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:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.