



UNITED NATIONS CHILDREN'S FUND
JPO Request Form
PARTNERSHIP OFFICER (P2)



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:

- ✓ Induction briefing
- ✓ Mentoring from a senior national or international staff
- ✓ Inclusion in office, regional and global capacitation plan

- ✓ Particular attention will be paid to staff well-being with training on stress management and support systems

Career Prospects: Experiences gained through this programme will enhance critical skills that will make the colleague more competitive in landing career prospects. The Office's on-going response to the crisis in Ukraine highlights both constraints and opportunities of the local fundraising environment. Furthermore, the Office's transition from an UMIC to HIC Office will provide insights to UNICEF's developing HIC agenda and will emphasize practical experience in building 'business for results' partnerships, involving advocacy, in-kind, CSR and fundraising (in the private sector and among individual giving). The incumbent will gain visibility on new approaches to partnership building as well as explore innovative fundraising approaches (e.g., green, EU, philanthropist, foundations) which are in high demand not only in UNICEF but in the entire development sector.

Romania has a specific context: being a high-income country, with limited institutional donors, and belonging to the European Union with direct capacity to fundraise locally with private sector and the general public. Exposed to emergencies, such as the recent war in Ukraine, the Office received increased access to emergency funding, while also developing long time partnerships and solid support with National Committees and Foundations. This entails a sizeable workload to map, advocate, fundraise, monitor and report to ensure that UNICEF Romania has got the capacity to respond to systemic and unforeseen challenges.

Since 2021, the annual allocated budget significantly increased from \$6 million USD to approximately \$20 million USD in 2024. While such levels of allocation are strongly linked to emergency funding, increased funding amounts also reflect the increased capacity and needs of the office and the requirement for long-term stabilization.

Supervisor's experience in coaching and development of young professionals:

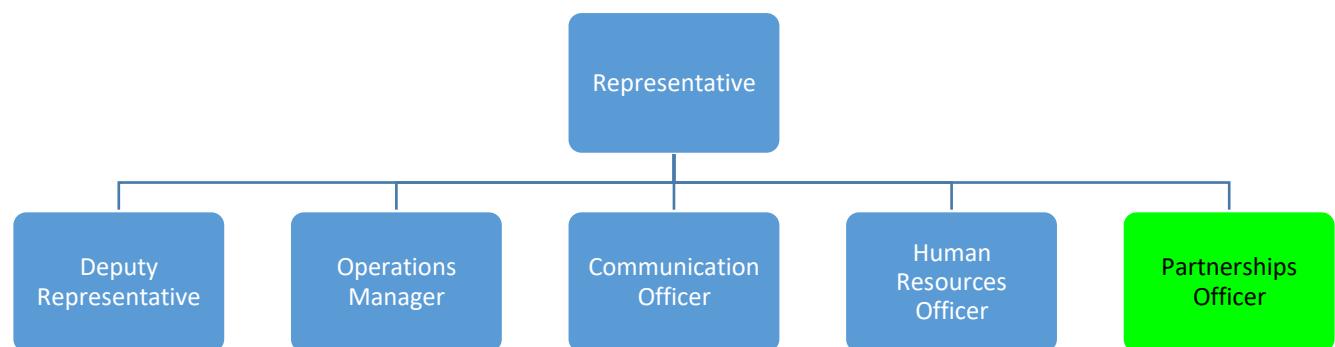
The Office has had several HR growth and development areas with the crisis in Ukraine and the transitioning process to an HIC Office. In this process, strong effort was put on hiring young professionals, including UNVs, who were coached and capacitated to reinforce their capacity to provide a rapid yet structural response. This position will be under the direct supervision of the Representative, which will provide the candidate with insights to strategic thinking and office's priorities as well as gaining an overall perspective of the programming processes and links with nurturing long-term, strategic partnerships.

Information and living condition of Duty station:

General Information	<i>Bucharest is the capital of Romania, a high-income country of 19 million inhabitants belonging to the European Union. Romania, strategically located between Bulgaria, Hungary, Moldova and Ukraine plays a capacitation cross-border role, expending its capacity to other countries. While benefitting from all services expected in a European capital, from education to health, from housing to public transportation, the country also demonstrates major inequities and inequalities, structural systemic limitations in its social public services and a need to revisit social norms. The Ukrainian refugee crisis demonstrated the need to work at decentralized government levels. Lessons learned from the response can guide UNICEF in future emergency and structural responses.</i>
Security	<i>Security is not a concern in Romania, including in rural and border areas, and it is catalogued level 01. A security officer in Serbia oversees the situation. Bucharest is a</i>

	<i>particularly safe place, with attention to be paid only to road traffic.</i>
Housing	<i>Different types of short-term (e.g., hotel, pension, Airbnb) and long-term accommodation exist in Bucharest, from old style houses to luxury building apartments. Individual housing is possible in suburbs well connected by public transportation or services such as uber.</i>
Schools & Childcare	Most children from international staff do attend international schools with a large offer including French, British, American, German, and even Italian and Turkish schools. The offer also exists for tertiary level such as the Romanian-American university, while some town in countries specialize in medical or dental studies (Iasi, Cluj) as well as in IT related specialization.
Work for spouses & partners	There is a small civil society sector, however, Romania suffers from a massive brain drain and therefore can offer employment in the private sector. Romania is one of the European leaders in distance working (web-services). The dense network of international schools is regularly looking for part-time teachers and, while Romanian language mastering is often preferred, it is not mandatory in many areas (e.g., high tech, commercial, teaching). Opportunities to create a business or to perform as an independent contractor are easier for European citizens but can also be explored by others. The banking system is solid and relies on innovations such as Revolut.

Reporting line of the JPO





UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: **Partnership (B4R) Officer**
Supervisor Title/ Level: **Representative**
Organizational Unit: **Front Office**
Post Location: **Bucharest Country Office**

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

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 programmes, 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 nations.

Job organizational context:

Romania is a specific context: a high-income country, with limited institutional donors, belonging to the European Union, with a direct capacity to partner locally with private sector and the general public. Exposed to emergencies, such as the recent war in Ukraine, the office gained access to emergency funding, while also developing long time partnerships and solid support with National Committees and Foundations. This entails a sizeable workload to map, advocate, fundraise, monitor and report to ensure that UNICEF Romania has the capacity to respond to systemic and unforeseen challenges. The office's enhanced priority to leverage private sector (business) partners underscores the changing advocacy and working approaches for children's rights as a HIC Office. This position will provide exciting opportunities to be a member in shaping the Office's and the organization's agenda for advancing child rights in HIC context.

Purpose for the job

The position supports the Office's development of much needed guidance in determining how to engage with business programmatically via bilateral partnerships and collaborations, including shared-value partnerships (SVPs), public-private partnerships (PPPs) and/or engagements with multi-stakeholders platforms with a view to accelerate results for children. In addition, the position will also support fundraising efforts with special focus on Business for Results in the country office, particularly on public sector, national committees, and foundations/philanthropists, while exploring innovating financing (EU, green funding); as well as provide support to the Office's private sector fundraising initiatives.

Specifically, the Officer will provide support in:

- Identifying how existing business practices influence child rights, and ways to influence business practices (CSR, HR policies, etc.);
- Analysing business roles and motivations, their accountability and their capacity to act;
- Examining the enabling environment on business, incentives, gaps and constraints that significantly influence business practices and their impact on children;
- Analysing the business ecosystem by mapping key sectors and identifying relevant stakeholders, such as regulators, industry associations, chambers of commerce, government ministries, civil society organizations, etc;
- Identifying pathways to influence individual businesses or industry for programme, policy and advocacy.

Under the direct supervision and guidance of the Representative, officer will gain hands-on experience in building a Business for Results strategy for the office, reaching out on resources across the office sections. In The incumbent will also support various fundraising channels and activities, ensure engaged and long-term partnerships, and drive revenue growth for both the Country Programme needs as well as for UNICEF globally.

III. Key functions, accountabilities and related duties/tasks

Support the annual office fundraising strategy and campaign.

- Assist in the development and implementation of fundraising campaigns that are aligned with the organization Business for Results Objectives.
- Prepare materials such as fundraising proposals, presentations, and donor communications, ensuring they clearly communicate how funds or in-kind support will contribute to specific results.
- Support the planning and coordination of events and activities aimed at engaging donors and partners to raise funds for key programme directions.

Support development of Office strategies for engaging with business

- Support analysis of business sector in Romania to see common business practices affecting families & children; involvement in activities or advocacy to support child rights or community involvement; spheres of interest and influence of businesses;
- Support mapping of the roles & responsibilities, and the opportunities & engagements of private sector partners to partner with UNICEF on programme and advocacy objectives

Donor/ Private Sector Partnership Engagement and Communication

- Assist in maintaining regular communication with donors, partners, and stakeholders by responding to inquiries, sending updates, and preparing partnership "pitches" for collaboration and other presentations for nurturing new partnerships, or donor proposals/reports that highlight proposed contributions and explanations on achieve results.
- Support the Representative in planning and preparing of presentations, planning and coordination of the development of a business advisory board or other council to inform and build coordination between UNICEF and the private sector on advancing child rights.
- Maintain partnership/ donor database, ensuring that information is kept up-to-date, and that interactions are tracked for reporting purposes.

Contribute to Knowledge Generation & Knowledge Management on B4R.

- Facilitate, drive and support B4R research and knowledge management activities, providing updates for office colleagues across the sections;
- Track internal needs for potential business engagement initiatives & innovations;
- Support sharing of B4R good practices and knowledge learned products with office colleagues and partners;
- Support organization and implementation of capacity building initiatives on B4R among office colleagues as well as partners, enhancing knowledge on private sector engagement planning, implementation and evaluation in support of programmes/projects.

Administrative and Operational Support

- Assist in drafting letters, emails, and other correspondence related to fundraising efforts and donor stewardship.
- Support the day-to-day operational tasks associated with fundraising initiatives, including coordinating logistics for events and tracking timelines for campaign deliverables.

IV. Impact of Results

1. Provide support to Office's strategic planning and implementation of B4R interventions in a systematic manner, building long-term, strategic business partners.
2. Provide essential operational support to the fundraising team, ensuring that campaigns and initiatives are aligned with the organization's Business for Results strategy.
3. Support the organization to engage in a meaningful manner business and private sector in the Office's programming, advocacy and fundraising initiatives
4. Support the office in raising resources that directly support measurable outcomes.
5. Decisions are made effectively on B4R fundraising and partnership strategies based on evidence.
6. Plans are implemented, managed, monitored and evaluated efficiently and effectively to maximize results.

In the larger scale of planning – the work will support the Office to engage businesses to:

- Advance child rights through the business ecosystem, creating enabling environments for business to respect & support child rights through their policies, codes of conduct, labour practices, marketing practices, HR policies, etc.
- Leverage the scale and research of businesses through their communication technologies, capacities and innovation

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

i) Core Values

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

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

- Excellent written and verbal communication skills to clearly convey the link between fundraising efforts and programme results.
- Proven ability to plan and organize events, manage multiple tasks, prioritize activities, adjust priority activities, and meet deadlines in a fast-paced environment.
- Demonstrated ability to identify and seize new fundraising opportunities, formulating new fundraising strategies and models.
- Strong attention to accuracy and detail in preparing materials and tracking donor contributions.
- Demonstrated ability to adjust to unexpected challenges and proposing countermeasures accordingly.
- Demonstrated ability to lead and encourage innovative ideas, foster a culture of innovation within the team. Strong entrepreneurial skills.
- Diplomatic negotiation, influencing and networking skills to establish and maintain trusted partnerships and to develop close and effective working relationships with diverse stakeholders.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none">▪ A university degree in one of the following fields is required: Business Administration, Marketing, Communications, Fundraising, Management or another relevant technical field.
Experience:	<ul style="list-style-type: none">▪ A minimum of two years of professional experience in public and/or private sector fundraising is required, with progressively increasing responsibilities, including direct responsibility for setting and meeting income targets.▪ Experience in, and knowledge of, the country context is an asset.▪ Relevant marketing experience will be considered as contributing to this work experience.▪ Familiarity with the private sector.▪ International fundraising experience is an asset.▪ Previous managerial experience is essential.
Language Requirements:	<ul style="list-style-type: none">▪ Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.