



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 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:

- ✓ Direct supervision by a P5 Senior Adviser and Team Lead, who is a former JPO and has deep understanding about the JPO programme and the importance of career development for JPOs.
- ✓ Exposure to UNICEF's senior executive leadership and great opportunities to deepen the JPO's understanding of how UNICEF mobilizes resources and exerts influence for children at the highest levels of public governance.
- ✓ Regular learning opportunities, including webinars and brown bag lunches relating to UNICEF's work.

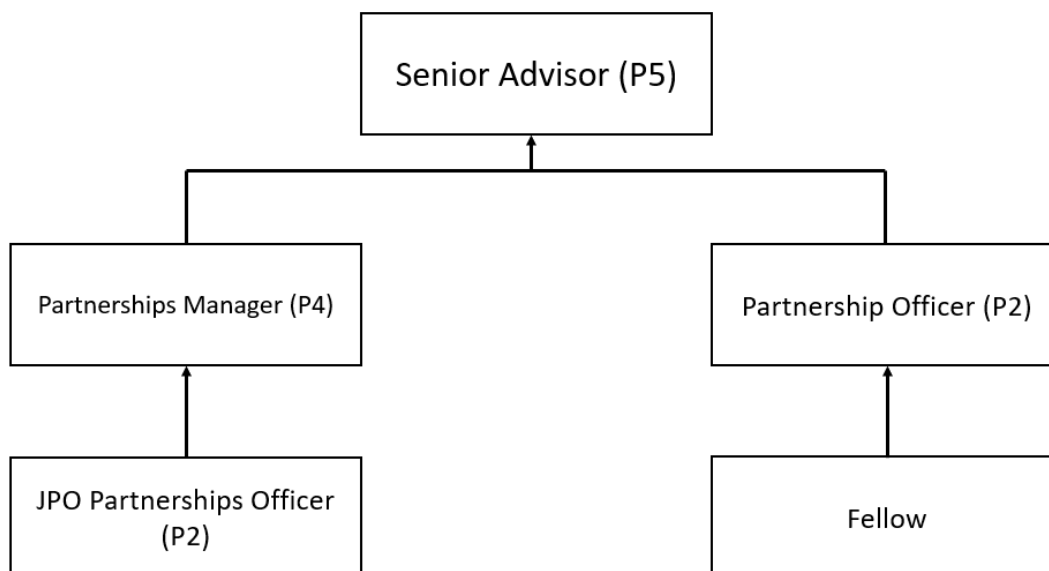
The Asia-LAC team has a successful track record of previous JPOs securing P3 positions in UNICEF. Two former JPOs got positions in country offices, and one got a position at another HQ location.

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

General Information	New York City is an iconic US city. It is the Headquarters for UNICEF, UNDP, UNFPA and the United Nations. It is the largest city in the US, its financial capital and boasts world-class cultural attractions.
Security	The security threat level in New York is classified as Minimal (Level 1), the lowest level, by the UN Department of Safety and Security. Currently there are no significant security threats in general nor direct threats to UN personnel or assets within the country. Petty crime is only identified risk.

Housing	The Greater New York City area offers a wide variety of long-term and short-term accommodation, furnished and unfurnished. Central accommodation is expensive by global standards. Units can be located using brokers or a variety of online listing sites that can be found through an internet search of “new york city apartment rental”.
Schools & Childcare	Numerous public and private schooling options are available throughout the city, offering differing curricula and tuition in different languages. A private “UN” school, catering to UN personnel, has campuses across the city and teaches the International Baccalaureate curriculum.
Work for spouses & partners	New York City offers a large and competitive job market. UN staff who are not US citizens or permanent residents are conferred a work visa status (G-4) that permits their spouses to work during the validity of their visa.

Reporting line of the JPO





UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: JPO Public Partnerships Officer (Asia-LAC Team)

Supervisor Title/ Level: Senior Advisor, Government Partnerships, P5

Organizational Unit: Public Partnerships Division (PPD)

Post Location: New York

Job Level: P2

Job Profile No.:

Job Classification Level:

II. Strategic Office 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 nations.

Job organizational context

UNICEF works in 190 countries and territories to protect the rights of every child and has spent nearly 75 years working to improve the lives of children and their families. UNICEF believes all children have a right to survive, thrive and fulfill their potential — to the benefit of a better world. UNICEF works with a wide range of partners to help realize the rights of all children. Join us as a Public Partnerships Specialist, working with some of our major Government donors, in the Public Partnerships Division in New York Headquarters.

The Public Partnerships Division (PPD) works to strengthen UNICEF's position as a partner of choice for children's rights among governments and inter-governmental actors around the world. The Division is doing this by positioning children's rights in the intergovernmental and multilateral fora and engaging with governments and public institutions as resource, policy and programme partners. A key premise for PPD is that the engagement with countries should be holistic based on multiple aspects of partnerships, including policy advocacy and resource mobilization.

The Public Partnerships Officer would be part of the Asia-LAC Team in PPD. Under the supervision of the Senior Advisor, the Public Partnerships Officer will contribute to the mobilization, management and development of

resources and partnerships with the countries in the Asia and Latin America and the Caribbean Regions, with a focus on Japan and the Republic of Korea.

The Public Partnerships Officer would benefit from various learning opportunities and career support provided by the organization and the team. She / he would be supervised directly by a P5 Senior Adviser and Team Lead, who is a former JPO and has a deep understanding about the JPO programme and the importance of career development for JPOs. The position in the Headquarters would allow the Public Partnerships Officer to have direct exposure to UNICEF's senior executive leadership and great opportunities to deepen her / his understanding of how UNICEF mobilizes resources and exerts influence for children at the highest levels of public governance. In addition to the standard resources provided to JPOs (training budget, stretch assignment, mentorship, buddy systems, and career coaching), the Public Partnerships Officer would also benefit from regular learning opportunities, including webinars and brown bag lunches relating to UNICEF's work. Additionally, the PPD Asia-LAC team has a joint learning work stream, comprising a focus on Diversity, Equity and Inclusion in the workplace; personal and organizational ethics; and career planning and advancement.

Purpose for the job

Contribute to managing and strengthening partnerships with key governments through coordination of high-level advocacy, daily engagement with counterparts, support to resource mobilization in consultation with the Senior Advisor, PPD Tokyo and Seoul Offices, and other parts of UNICEF.

The overall results of the team include:

- Strengthened partnerships by exploring all possible sources of new and continued funding and horizontal cooperation opportunities with government partners
- Engage with Member States in the UN inter-governmental space
- Country Offices in Asia & LAC regions supported in fundraising, leveraging resources, and horizontal cooperation, including providing advice on improving the quality of funding and reporting
- Strategic analyses, including tracking and analyzing donor intelligence, trends and directions; Mapping funding modalities and instruments, and identifying/disseminating good practices

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

Summary of key functions/accountabilities:

Partnerships Development:

- Develop and enhance relationships with government partners through regular meetings and communications, consultations, phone calls and events to identify common priorities and explore all partnership opportunities.
- Facilitate bilateral meetings between UNICEF senior executive management and Member State representatives in New York as well as delegations from capitals in the margins of strategic meetings and conferences. This includes drafting briefing notes with partner intelligence and talking points, noting the points of discussion and action points.
- Efficient and timely Contributions Management to build trust and credibility. This includes facilitation of the exchange of Notes, Notes Verbals and letters with the Permanent Missions for grant creation and fund allocation, in close collaboration with UNICEF's Tokyo and Seoul offices and the Office of the Executive Director. Ensure that the Permanent Missions are informed and consulted on grants, such as fund receipts and unspent balances.
- Support organizing strategic consultations with donors in close collaboration with UNICEF's Tokyo and Seoul offices and advocate for support to UNICEF's work. Liaise with relevant divisions in UNICEF such as Programme Division and Office of Emergency Programme and consolidate high-quality presentation materials for these meetings.
- Prepare Notes for the Record and engagement for efficient and effective knowledge management and information sharing.

- Work with communication internal partners to enhance donor visibility and recognition through facilitation of publishing communication materials as well as social media contents.
- Seek potential fundraising opportunities through formal and informal communication channels with the Permanent Missions and facilitate the process in preparing concept notes, and proposals, with the consultation with UNICEF's Tokyo and Seoul Offices.

Inter-governmental advocacy and engagement:

- Explore opportunities to engage with Member States in the inter-governmental fora, such as UN General Assembly, UN High Level Political Forum and Group of Friends meetings, etc.
- Facilitate participation of partners in theme-based events and briefing sessions for Member States related to UNICEF's work in collaboration with other HQ Divisions.
- Facilitate UNICEF's advocacy for the promotion and protection of children's rights in relevant UN intergovernmental consultations and provision of expert advice to government partners on child rights issues.

Field Office support:

- In coordination with PPD Tokyo & Seoul Offices, provide technical support to COs in the development of resource mobilization strategies and plans. This includes providing guidance related to resource mobilization, reporting, recognition and visibility, etc. as needed.
- Support COs, Regional Offices (ROs) and Headquarters (HQ) divisions in their resource mobilization efforts through organizing capacity building workshops and webinars on partnership development and resource mobilization.
- Provide guidance in grant agreement negotiations and finalization as needed. This includes a matching of resource mobilization goals to donor thematic priorities and geographic preferences, reporting requirements, recognition and visibility needs, a review of legal clauses and language, etc.

IV. Impact of Results

The Division in which the incumbent will serve works to strengthen UNICEF's position as a partner of choice for children's rights among governments and inter-governmental actors around the world. The Division is positioning children's rights in the intergovernmental and multilateral fora and engaging with governments and public institutions as resource, policy, and programme partners. A key premise for PPD is that engagement with countries should be holistically based on multiple aspects of partnerships, including policy advocacy and resource mobilization.

Based on this premise, the efficiency and efficacy of the incumbent will impact UNICEF's partnerships with the governments of Asia & LAC region. This will ultimately result in more support for UNICEF from these governments in the form of financial resources, and support for child rights in the inter-governmental space in general.

V. Competencies and level of proficiency required

<p><u>Core Values attributes</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability • Sustainability <p><u>Core competencies skills</u></p> <ul style="list-style-type: none"> • 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) 	<p><u>Functional Competencies</u></p> <ul style="list-style-type: none"> • Relating and networking (1) • Persuading and influencing (2) • Planning and organizing (1) • Entrepreneurial thinking (1)
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VI. Recruitment Qualifications	
Education:	Advanced degree in social science, international relations, public administration, law or related field.
Experience:	<ul style="list-style-type: none"> • A minimum of two years of relevant professional experience with an international organization in one or more of the following areas is required: public partnerships, resource mobilization, external relations, or other relevant areas. • In-depth knowledge of partnership development and resource mobilization is required. • Familiarity with geopolitics in Asia/LAC is required. • Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation is an asset. • Experience of working with UNICEF would be an asset. • Proficiency in office software (Word, Excel, PowerPoint, and Outlook) and internet research tools are required. • Excellent written and oral communication skills, with a strong attention to detail.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English. Knowledge of Japanese or Korean is an asset.