



UNITED NATIONS CHILDREN'S FUND
JPO Request Form



Training and Learning Plan

- ✓ Participation in a one-week JPO Induction Programme in New York/or a location to be decided by the UNICEF human resources and talent management team;
- ✓ 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 (the team is committed to facilitating stretch opportunities with UNICEF country/regional offices or other HQ division to maximise learning opportunities for the JPO based on professional interests)

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

- ✓ PPD induction and resource mobilization/partnerships online training
- ✓ Direct supervision and team lead guidance on career prospects and potential for retention and opportunities for learning.

Information and living condition of Duty station:

General Information	<p>New York City is an iconic US city. It is the Headquarters for UNICEF, UNDP, UNFPA and the United Nations Secretariat. It is the largest city in the US, its financial capital and boasts world-class cultural attractions.</p> <p>Berlin is one of Europe's most livable capital cities, with a bustling art scene and growing international community.</p>
Security	<p>The security threat level in New York and Berlin is classified as Minimal (Level 1), the lowest level. Currently, there are no significant security threats in general nor direct threats to UN personnel or assets within the country.</p>

Housing	<p>Like in many metropolitan cities, different types of long-term accommodation are available in New York and Berlin: apartments, stand-alone houses, furnished and/or fully serviced, or unfurnished. In both cities, a combination of searching on the web and actually visiting buildings/apartments with an agent is recommended to find suitable accommodation.</p> <p>New York City's and Berlin's public transportation systems are excellent and reliable, with biking becoming increasingly accessible and safe due to a rapid expansion of bike lanes and bike roads.</p>
Schools & Childcare	<p>There are many different choices of public and private schools in New York and Berlin, depending on where you decide to live.</p> <p>Most of international staff's children attend international schools with an academic system that is widely recognized abroad such as the United Nations International School (UNIS www.unis.org) in New York or the French Lycee or Ecole Voltaire in Berlin. The choice of school may also depend on the availability, quality, and costs of after-care programmes available. There is also a growing number of public schools offering dual language options, with some subjects being taught in English, French or Spanish.</p>
Work for spouses & partners	<p>There are work opportunities for spouses/partners. In Germany, spouses' work permits can be requested upon accreditation.</p>
Rotating duty stations	<p>Given the unique set up of the team- being in New York, Brussels, and Berlin – for the first two years, the JPO is offered the choice of rotating between UNICEF's HQ in New York and being outposted with the team in Berlin. Provided 100% funding by the donor, the JPO would spend the third year in a country or regional office with a prospect of being retained in UNICEF. The JPO would be actively supported in the transition from HQ/Berlin to a field location and prepared for the transition.</p> <p>Past JPOs hosted in the team have all been retained in UNICEF.</p>

Reporting line of the JPO

PPD Europe/Germany++ cluster is led by the Senior Advisor/Cluster lead, and has a presence in Berlin, New York, and Brussels. The Senior Advisor has more than 12 years of experience in supervising JPOs and has also volunteered as a UNICEF mentor for more than 4 years. The supervisor and team are fully committed to an inclusive and empowering leadership approach, prioritizing staff learning, personal and professional development.

The JPO would benefit from the unique possibility of rotating between different duty stations –New York and Berlin, followed by an opportunity to spend a third year in a priority country office – provided 100% donor funding – selected based on the prospect of ensuring the JPO's retention within UNICEF.

To maximize learning and exposure to UNICEF's partnership and program functions, the JPO will be supported in identifying suitable learning opportunities in UNICEF field offices already during year one and two, in preparation for the third year. This could include short-term stays in a different country office context to complete a time-bound task, participating in training opportunities or joining missions.

The JPO would be working with the respective Deputy Cluster Leads/Public Partnership Managers in the respective duty stations, under the overall supervision of the Cluster Lead. In NY, the JPO would experience first-hand the UN system at its heart, including the UN General Assembly, UNICEF's Executive Board and the inner workings of UNICEF's program and partnership functions. In Berlin, the JPO would be part of the team's advocacy and strategic engagement with national governments, including government ministries, parliamentarians, civil society, and UN partners. The JPO would be part of government and UN meetings, experience national and multilateral decision-making, high-level advocacy and policy formulation, work with UN partners and focal points in key ministries and get to know decision and policy making in some of the largest development, humanitarian and climate finance partners.

Verena Knaus
Senior Advisor,
Germany++ cluster lead

Hyewon Lee
Public Partnerships Manager
(Germany++ 50%; Netherlands 50%)
based in New York

Daniel Ziegler
Public Partnership Manager
based in Berlin

Maia Tskitishvili
Public Partnerships
Specialist
based in Brussels

JPO
Public Partnerships
Officer
based in New York

Katharina Muller
Public Partnerships
Officer
based in Berlin

Intern

Consultant



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Junior Professional Officer (JPO), Public Partnerships Officer**
 Supervisor Title/ Level: **Public Partnerships Manager, P4**
 Organizational Unit: **Public Partnership Division (PPD), Europe Team**
 Post Location: **New York, USA, (year 1) with rotation to Berlin, Germany (year 2) and a UNICEF country office (year 3) – dependent on 100% donor funding**

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

II. Strategic Office Context and purpose for the job

For over 70 years, UNICEF has been a champion for children and young people – from reaching starving children after World War II, to igniting the child survival revolution in the 1980s, to renewing the global fight against inequity in recent years. Whatever the challenge, UNICEF's focus has always been on achieving results – real results that save children's lives and create new opportunities for young people to fulfil their potential.

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 favouritism. 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 fulfil their potential but also will lead to sustained growth and stability of countries.

Job organizational context:

This position is within the Germany++ sub-team within the Europe Team of UNICEF's Public Partnerships Division (PPD). As the team is based across three locations – New York, Berlin and Brussels – this particular JPO post provides an opportunity for a rotating experience, with one year in New York and one year in Berlin, with a view of preparing JPOs for a smooth transition into a country office for a third year. The JPO reports to the Public Partnerships Manager based in New York (or Berlin) as part of the Germany++ cluster.

The Germany++ cluster oversees all aspects of UNICEF's partnership with Germany, Belgium, Luxembourg, Switzerland, Austria and Liechtenstein, including resource mobilisation, strategic policy

dialogue, child rights advocacy and humanitarian diplomacy as well as emerging areas such as climate action or innovative financing for children.

Given the six-fold growth in income over the past ten years for the team, political polarisation, multiple crises and challenges requiring real time, coherent and strategic responses that place children at the center, additional capacity through a Junior Professional Officer is critical.

Purpose for the job:

With the aim of sustaining, growing and diversifying UNICEF's public sector partnerships, the JPO position is intended to provide support to the Germany++ cluster. This will entail working on various aspects of external relations, fundraising and other related functions for assigned donors and thematic areas (such as humanitarian emergencies, climate resilience or GBV) and priority geographical regions (such as Africa, the Middle East and Southeast Asia). The JPO will be expected to liaise with Government Missions to the UN in New York, with partners and key stakeholders in donor capitals, including parliament, civil society partners and other UN agencies, as well as with UNICEF Headquarters Divisions and UNICEF Field Offices.

The JPO will be responsible for partnership and contributions management, maintaining regular policy contacts at working levels, providing partnership field support to priority countries and the monitoring and analysis of political trends and developments concerning children, ODA, humanitarian crises, financing for children, including climate finance.

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

Under direct supervisor of the Public Partnerships Manager, the JPO will be responsible for the following key functions/accountabilities outlined below.

1. Support strategic engagement with government partners:
 - Support both day-to-day and high-level contacts with partner focal points from the capitals, Missions and field offices, to promote, advocate, mobilize and influence cooperation with UNICEF
 - Support meetings and events: prepare briefing notes and other documentation and NFRs
 - Assist with the organization of Annual Programme Consultations
 - Assist with engagements around the Executive Board and UN General Assembly
 - Ensure that partner queries are responded to in a timely manner
2. Develop engagement strategies with Member States to enhance partnership:
 - Contribute to the partnership, advocacy and resource mobilization strategy, including new Strategic Plans and Joint Engagement Plans and other strategic documents in coordination with respective National Committees and relevant UNICEF Divisions and Offices
 - Support implementation of engagement plans and activities with the objectives of maintaining/increasing core and quality resources; identifying new and continued funding; and advocating for child rights
3. Support UNICEF field offices and ensure effective contributions management:
 - Review and submit concept notes/proposals to partners in a timely manner, and follow up
 - Provide quality assurance for management of contributions in coordination with field offices, GSSC and DFAM
 - Support contributions management: Review and process contribution agreements; Oversee timely and quality submission of reports; Support country offices to improve resource partner reporting.

<ul style="list-style-type: none"> • Provide guidance to country offices on the engagement of public partners covered in the portfolio.
<p>4. Knowledge management</p> <ul style="list-style-type: none"> • Maintain up-to-date information on partner and donor intelligence and income trends, analyse development assistance policies and keep partner profiles updated • Ensure timely sharing of information such as situation reports and relevant UNICEF studies and publications • Support with the inclusion of key partnership updates in UNISON and other relevant digitally supported knowledge management platforms

IV. Impact of Results
<p>Diplomacy in dealing with member states can have long reaching impact on partnerships. Accurate and timely information to member states will lead strengthening credibility to the organisation which in turn will result in trust and increase in resources to the organization. Well analysed and support to regional and country offices and senior management can result in increased funding opportunities.</p>

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 <p><u>Core competencies skills</u></p> <ul style="list-style-type: none">• Nurtures, Leads and Manages People (1)• Demonstrates Self Awareness and Ethical Awareness (2)• Works Collaboratively with others (2)• Builds and Maintains Partnerships (2)	<ul style="list-style-type: none">• Innovates and Embraces Change (2)• Thinks and Acts Strategically (2)• Drives to achieve impactful results (2)• Manages ambiguity and complexity (2) <p><u>Functional Competencies</u></p> <ul style="list-style-type: none">• Persuading and influencing (1)• Applying technical expertise (1)• Learning and researching (2)• Planning and organizing (2)

VI. Recruitment Qualifications	
Education:	Master's Degree in social science, politics, economics, international relations, communications

Experience:	<p>A minimum of two years of professional experience in one or more of the following areas is required: communications, external relations, partnerships, fundraising, advocacy.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	<p>Fluency in English (oral and written) and another UN language is desirable. German and/or French language is required given the specific portfolio of countries covered by the Germany++ team.</p>