



UNITED NATIONS CHILDREN'S FUND
JPO Request Form – Partnerships Officer (Transparency and Risk)



UNICEF Headquarters, New York

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; and
- ✓ Encourage field mission and/or potential stretch assignments after completion of second year.

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

- ✓ Exposure to high-level advocacy and negotiations with governments and international organizations;
- ✓ Online training available on learning platforms including webinars and workshops in relation to Public Partnership topics such as donor reporting, SEA, Safeguarding, Fraud, Aid Diversion, Donor Conditionalities;
- ✓ Opportunity to participate in global UNICEF career development programs;
- ✓ Collaboration with experts from various UNICEF units, allowing the JPO to build a professional network; and
- ✓ Continuous technical support and mentorship by the Risk Manager and Risk Specialist, SARPO, supporting on the job learning and prospective future career growth.

Potential for retention: The area of and need for Partnerships Risk Management in UNICEF is growing, and additional posts are subject to required funding. The potential for retention of the JPO therefore exists, subject to budget, within the section. Other opportunities for the JPO include:

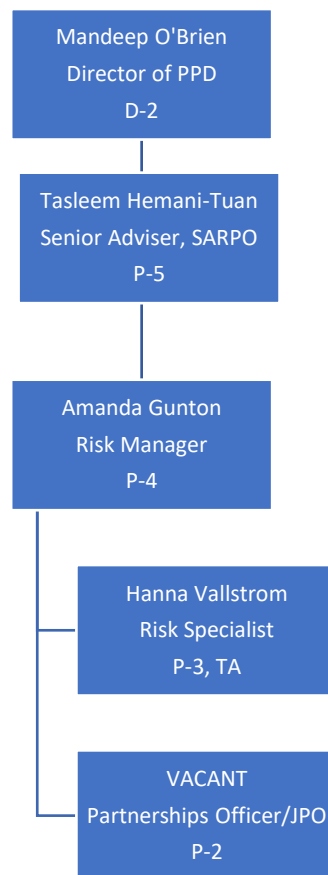
- ✓ Career outlook and potential for regular position within UNICEF globally and other UN agencies; and

- ✓ The JPO will have developed expertise in areas highly sought by both governments and international organizations, enhancing career prospects in the international sector.

Supervisor experience: The current supervisor of the post, Risk Manager (P-4), has 12 years of working with UNICEF. Currently, the Risk Manager is supervising a Risk Specialist at P-3 level.

Reporting line of the JPO

Systems, Analytics, Partnerships Risk Management, Planning & Operations (SARPO), Public Partnerships Division (PPD), UNICEF HQ





UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: Partnerships Officer – Transparency and Risk (JPO)
Supervisor Title/ Level: Risk Manager, P-4
Organizational Unit: Systems, Analytics, Partnerships Risk Management, Planning & Operations (SARPO), Public Partnerships Division, HQ
Post Location: New York, USA

Job Level: P-2
Job Profile No.:
Job Classification Level:

II. Strategic Office Context and purpose for the job

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone. And we never give up.

UNICEF is an agency of the United Nations responsible for providing humanitarian and development aid to children worldwide. In the context of public partnerships, Partnerships Risk Management is an organizational and strategic function in UNICEF's Public Partnerships Division (PPD) that enables the division to anticipate, identify and mitigate risks associated with public sector funding to UNICEF, which amounted to over \$6 billion in 2023.

With the increase in number and complexity of donor agreements, there is a growing need for UNICEF to be supported in the area of Partnerships Risk Management, accelerated donor transparency and reporting. Positioned within the Systems, Analytics, Partnerships Risk, Planning and Operations (SARPO) team of the Public Partnerships Division (PPD) and under the supervision of the Partnerships Risk Manager, the Partnerships Officer will be an integral part of the Partnerships Risk Management team and contribute to the day-to-day operations, with a focus on tasks related to partnerships transparency, reporting and monitoring, including contributing to the process of notifying public donors of misconduct allegations related to their funding, development of PPD's annual risk assessment, knowledge management around top strategic risks and strengthening resources to support partnerships risk management across the organization. The position will also undertake reviews and analysis of donor agreements and as well as the tracking of obligations from a public partnerships' perspective.

The JPO will contribute to the overall objective of PPD's Partnerships Risk function, strengthening risk assurance and compliance efforts for the division and wider UNICEF and contribute to furthering a harmonized, transparent and efficient approach to public sector donors, specifically concerning misconduct notifications, agreement on key standards and principles, including precedent-setting issues, tracking of conditionalities, and creation of a PPD-wide catalogue that provides overview of PPD's pending grant negotiations with timelines, priorities and resolutions. The JPO will also create briefings and materials for donors explaining UNICEF's risk management and oversight systems and processes.

The Partnerships Officer will be required to work closely with colleagues and senior management within PPD, with other HQ divisions such as the Office of Internal Audit and Investigations (OIAI), the Legal Office, the Office

of the Chief Risk Officer, and with UNICEF regional and country offices. The position provides) an excellent opportunity for career development and exposure to the international operations of UNICEF from an expanding and cross cutting lens of Partnerships Risk Management.

As a 100 per cent voluntary funded organization, with nearly three-quarters of UNICEF's funding coming from governments and the public sector, partnerships risk management is a key function in demonstrating the organization's commitment to transparency and meaningful partnerships with all of UNICEF's public partners. This JPO position will contribute directly to meeting this commitment by enhancing donors' understanding of UNICEF's oversight and risk management systems and better understanding donor feedback on these critical areas. The position offers a wide set of assignments and will provide exposure to the full operations of UNICEF as an agency of the United Nations.

For more information on UNICEF's work, read our latest annual report and strategic plan here: [UNICEF Annual Report 2023 | UNICEF](#)

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

Under the overall guidance of the Risk Manager, the JPO will undertake the following tasks:

- Support member states in their understanding of UNICEF's risk management and oversight systems and processes by developing external briefings and materials.
- Develop PPD annual risk assessment and mitigation strategies, including communication of top strategic risks;
- Strengthen resources to support partnerships risk management across the organization and within the SARPO team through maintenance of SharePoint site, organization of webinars, and updating internal tracking mechanisms, building power point presentations for internal knowledge management initiatives and risk assessment exercises, and coordinate in feedback exercises with various PPD teams;
- Contribute to the process of notifying donors of misconduct allegations related to their funding;
- Assist in updating PPD's agreements and negotiations tracker of matters related to public sector donor agreements;
- Review, summarize and catalogue new and legacy public sector donor conditionalities, in an Excel tracker and via SharePoint;
- Conduct stocktaking and logging of existing and forthcoming UNICEF Country Office audit reports, including analyzing implications from a partnership perspective and documenting accordingly for further coordination within PPD;
- Provide support to PPD's regulatory framework by assisting in the mapping and implementation of UNICEF's new Delegation of Authority policy, and draft delegation letters as needed;
- Carry out other tasks as assigned as needed, including reviewing draft reports that are relevant for PPD's operations, participate in task force meetings, assist in reviewing UNICEF obligations to donors in relation to significant events;

IV. Impact of Results

Against an increasingly complex funding landscape, the JPO will directly enhance the efficiency and effectiveness of PPD's Partnerships Risk function and contribute to the activities of ensuring accelerated partnerships transparency, timely donor reporting notifications and knowledge management around risks in relation to public partners of UNICEF. This will ultimately enhance donor knowledge and confidence in UNICEF's systems and help the organization to secure quality humanitarian and development aid for children worldwide.

V. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

Core competencies skills

- 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)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

Functional Competencies

- Persuading and influencing (1)
- Applying technical expertise (1)
- Learning and researching (2)
- Planning and organizing (2)

VI. Recruitment Qualifications

Education:	An advanced university degree (master's or equivalent) preferably in international legal studies or other relevant field.
Experience:	<p>A minimum of two years of professional experience in one or more of the following areas is required: legal and/or contracting activities, or risk assessment.</p> <p>Effective report writing and facilitation skills.</p> <p>Excellent knowledge of MS Office, Excel and relevant computer systems and applications.</p> <p>Relevant experience in a UN system agency or international organization is considered as an asset.</p>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.