



UNITED NATIONS CHILDREN'S FUND JPO Request Form



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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:

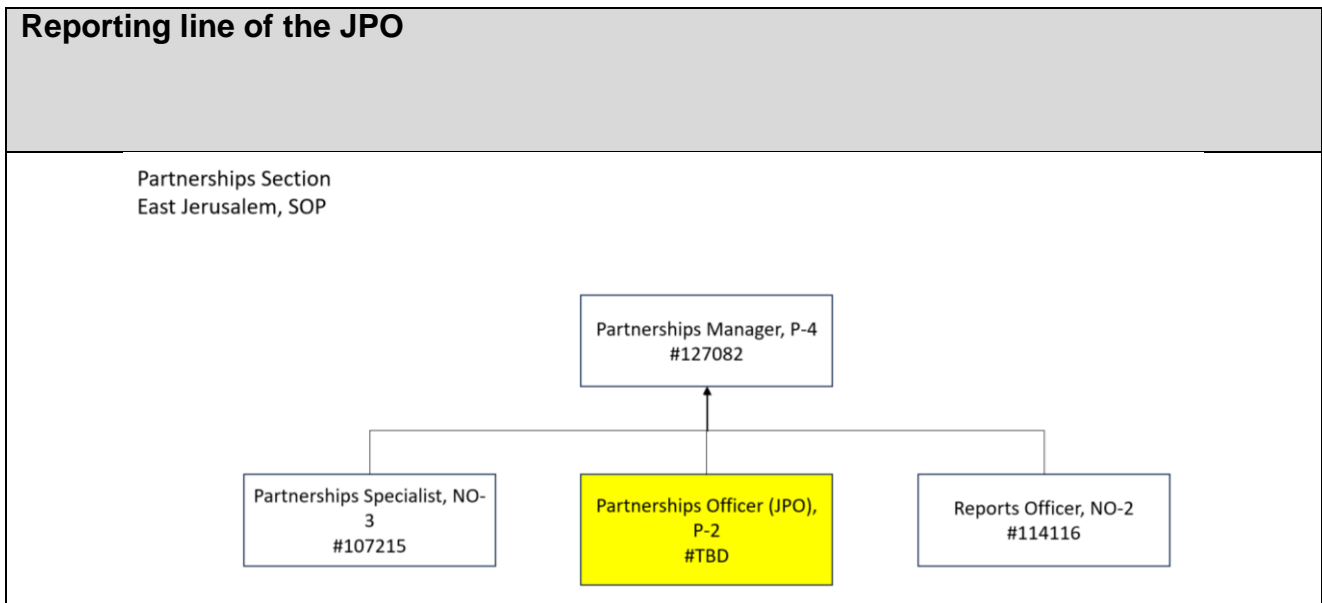
- ✓ Resource Mobilization e-Course on Agora platform
- ✓ Introduction to UNICEF Core Commitments for Children in Humanitarian Action on Agora platform

Career prospects and potential for retention: The incumbent will receive training and on-the-job mentoring and gain practical experience in UNICEF resource mobilization and partnerships management in humanitarian action, particularly in a complex political environment. The skills, knowledge, and experience to be gained will be directly relevant for careers in partnerships and resource mobilization, including external relations, in emergency settings particularly sensitive and complex emergencies.

Supervisor's experience in coaching and development of young professionals: The position is reporting to the Partnerships Manager, formerly Senior Advisor in the Public Partnerships Division, NYHQ, who has accrued extensive experience in the partnerships and resource mobilization response required in a complex emergency. In particular the Partnerships Manager has very successfully coached and developed four young professionals new to the partnerships area. All four have been retained at UNICEF and promoted to a higher position.

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Information and living condition of Duty station: [For Field Office locations only]	
General Information	Jerusalem is one of the most multicultural cities in the Middle East, with a unique political, social and cultural context. Many UN agencies have a presence in the State of Palestine, and most of them have their main office in East Jerusalem. There is also a strong presence of many other international organizations and NGOs operating across the State of Palestine. Jerusalem is located relatively close to Amman, the regional center and hub for humanitarian and development sector in the whole Middle East.
Security	The Security Level in Jerusalem is classified as Moderate (Level 3) as per the UN security management system in the State of Palestine. Civil unrest is one of the security challenges to UN operations in Jerusalem. Despite security related risks, Jerusalem is classified as a family duty station.
Housing	The housing market is very wide, and prices vary depending on the quality, location, etc. Except for a few specific areas, UN staff can live in any area they see fit. Different types of long-term accommodation are available in Jerusalem: standalone houses, houses in gated compounds, apartments. These could be furnished and/or fully serviced, or unfurnished. Real estate agents can be recommended and found, with experience supporting internationals in finding the right place.
Schools & Childcare	Most of international staff's children attend international schools with an academic system that is widely recognized abroad. International schools for children speaking a specific language (e.g. German, French) can also be found. It is advisable to ask colleagues at the office with children to check on the different options.
Work for spouses & partners	Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit must be applied for through the same hiring organisation.





UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: Partnerships Officer Supervisor Title/ Level: Partnerships Manager Organizational Unit: Special Representative Office Post Location: Jerusalem, State of Palestine	Job Level: Level 2 Job Profile No.: CCOG Code: Functional Code: Job Classification Level: (For non GJP)
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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 nation.

Strategic office context

UNICEF has a well-established field and staff presence in the State of Palestine (SoP). The office is fully operational in several main programme areas including Health and Nutrition, Water, Sanitation and Hygiene (WASH), Child Protection, Education and Social Protection, supported by the Supply and Procurement sections involved in tendering and contracting. In the context of the SoP, UNICEF systematically links humanitarian assistance to development outcomes, integrating risk factors into programming, and strengthening emergency preparedness systems that can anticipate as well as absorb shocks in the event of conflict, violence or disasters. UNICEF ensures complementarity with national efforts in the most vulnerable communities, especially in the Gaza Strip and Area C of the West Bank, including East Jerusalem.

Purpose for the job

The overall purpose is to support the Partnerships Manager in deepening the collaboration between UNICEF State of Palestine and external partners, strengthen resource mobilization potential of the office, assist in developing donor proposals and reporting, support activities related to donor recognition and visibility. The Partnership Officer P2 (JPO) reports to Partnerships Manager, with daily technical supervision and support from Deputy Representative.

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

Summary of key functions/accountabilities:

- **Partnerships, advocacy & resource leveraging:** Seek and promote new partnerships and resource leveraging opportunities, working with UNICEF colleagues to identify needs and negotiate partnerships to meet those needs.
- **Implement partnership engagement and resource mobilization strategy** jointly with senior management.
- **Develop, maintain, and grow partnerships** with organizations for local and global use including attraction of potential conventional and non-conventional donors and private sector.
- **Provide strategic, logistical, and programmatic support** to senior management and other UNICEF staff in engagement and interaction with donors and other stakeholders.
- **Support communication team** in developing/refining advocacy and partnership packages to attract new donors.
- **Establish, document, review and refine** process of working collaboratively with donors, including meetings, arrange field trips, develop joint projects, share information, keeping an updated potential partners database etc.
- **Donor proposals and visibility:** Assist program staff to develop high quality donor proposals, work with focal points to develop donor tracking mechanisms and, support office work to recognize donors and provide visibility for the program
- **Assist in preparing donor reports**, case studies and programme materials for the key donors for reporting and further resource mobilization purposes.
- **Maintain a donor proposal tracker**, regularly update relevant colleagues from UNICEF State of Palestine and Regional Office about progress on resource mobilization efforts and to follow up with respective donors on updates about donor proposals as well as UNICEF programmatic updates.
- **Ensure donor conditions are well communicated** in advance with UNICEF staff prior to the implementation. Monitor timely compliance of donor conditions.

IV. Impact of Results

The efficient and effective technical support provided for the implementation of partnership and resource mobilization strategy, donor proposal development and donor engagement will increase UNICEF's profile amongst development agencies as a "partner of choice", and greatly contribute towards our ability to fulfill our commitments to support survival, thriving and unlocking the potential of every child in the country, especially most vulnerable and marginalized children.

The Partnerships Officer is a professional in the field of external relations, in particular partnership development and resource mobilization. The quality of work and external communications performed by the specialist directly impacts on the professionalism of the incumbent and the overall reputation of UNICEF. S/He follows established procedures but is expected to make recommendations on strategies for engagement and communications products. The Partnership Officer is accountable for quality, substantive input and ability to project a competent and trusted image of UNICEF to partners.

V. Competencies and level of proficiency required

Core Values

Care, Respect, Integrity, Trust, Accountability

Core Competencies

- 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:

- Formulating Strategies and Concepts (level I)
- Relating and networking (level I)
- Persuading and Influencing (level I)
- Applying Technical Expertise (level I)
- Learning and researching (level II)
- Planning and organising (level II)

VI. Recruitment Qualifications

Education:	A university degree in international development, public affairs, international relations, political science or other related fields
Experience:	At least two (2) years of progressively responsible professional experience in external relations, liaison and/or any resource mobilization related activities, preferably in an international organization is required.
Language Requirements:	Fluency in English is required. Proficiency in other UN languages is an asset.