

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:

- ✓ The JPO could progressively gain some preliminary experience in people management supporting the supervision/coaching to more junior colleague (UNV/stage conditioned to budget availability)
- ✓ Direct support and responsibility role in UNICEF flagships project offering meaningful experience and importance exposure vis-à-vis senior management and international colleagues; this includes the Sahel L2 emergency activation, Plastic waste to school project, relationships with major donors,
- ✓ The JPO could assume the OIC of the section for short periods of time in the absence of the Chief of Partnerships, hence having an occasion to strengthen her/his experience with additional responsibility

Career prospects and potential for retention: the JPO could continue working and growing with UNICEF Cote d'Ivoire as well as with other country offices as most of them have Partnerships / Resource mobilization specialists in their organigrams.

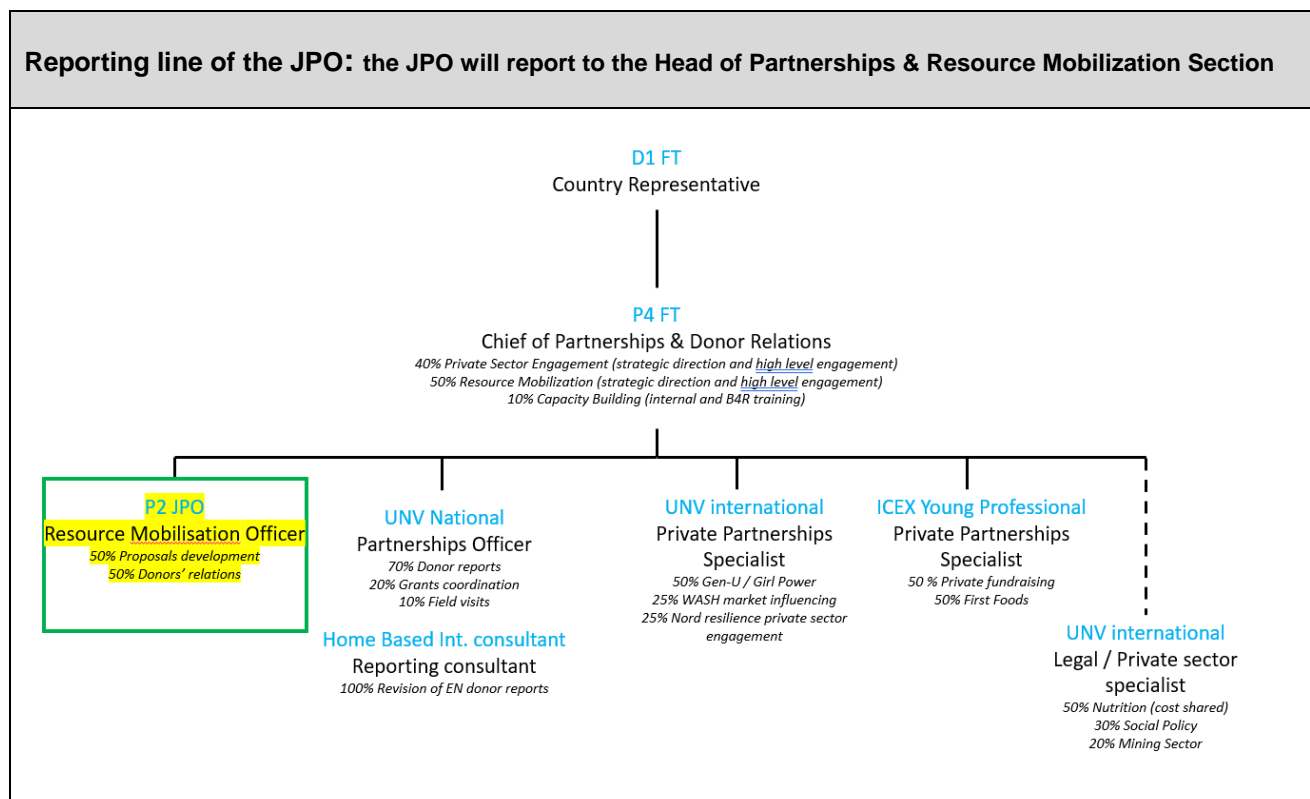
Supervisor's solid experience in coaching and developing of young professionals – The supervisor has 12 years of experience in Partnership & Resource Mobilization. Over the last years, the international UNVs in the team grew to IP (P2-P3 -P4) FT posts in other UNICEF offices in the area of Partnerships and Resource Mobilization

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

General Information	<p>A country of about 29 million inhabitants, Cote d'Ivoire is one of the most developed countries in West Africa, accounting for more than 40% of the West African Economic and Monetary Union's GDP and exports. The country remains politically stable and recently organized local elections that remained mostly peaceful. The official language of the country is French, and the diplomatic and expatriate community is large and diverse.</p> <p>UNICEF main Office is in Abidjan, the economic capital and largest city of the country. A cultural crossroads of West Africa, Abidjan is characterized by a high level of industrialization</p>
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	<p>and urbanization. The transport network is developed and offers safe options to commute within the city and between major towns.</p> <p>Abidjan features a tropical wet and dry climate with a long rainy season from March to July, a short rainy season from September to December, and three dry months (January, February and August).</p>
Security	<p>The Security Level in Abidjan is classified as Moderate (Level 3) as per the UN security management system in Cote d'Ivoire. The political situation remains relatively calm, and the next general elections will take place in 2025. Terrorism remains a concern especially in the North part of the country bordering Mali and Burkina Faso. Despite some security challenges, there is a quick response Police service and effective fire services.</p>
Housing	<p>Different types of long-term accommodation are available in Abidjan: standalone houses, houses in gated compounds, apartments. These could be furnished and/or fully serviced, or unfurnished. Electricity and running water are available, although this may not be 24hrs in few areas of Abidjan. Costs are reasonable but vary per location.</p> <p>Upon arrival, you staff reside in a hotel or apartment until they get a permanent housing. Long term accommodation can be found through available Real estate agencies.</p>
Schools & Childcare	<p>Abidjan has the French School, and several other international schools offering an international curriculum, some with the international baccalaureate Programme.</p> <p>There is a large network of privately owned kindergartens and pre-schools.</p>
Work for spouses & partners	<p>Work opportunities for spouses/partners are limited but available within the UN system, the INGO sector, and other International Organizations. UNICEF has a specific policy for supporting spouses of international staff installed in the country with their spouses to access to opportunity of consultancy within the organization.</p>

Reporting line of the JPO: the JPO will report to the Head of Partnerships & Resource Mobilization Section



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Resource Mobilization Officer**
 Supervisor Title/ Level: **Chief of Partnerships & Resource Mobilization, P4**
 Organizational Unit: **Partnerships team, Office of the representative**
 Post Location : **Abidjan, Cote d'Ivoire**

Job Level: P2
 Job Profile No.:
 Job Classification Level: 2

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.

Strategic office context:

UNICEF Côte d'Ivoire invites governments to sponsor a JPO position within our office. With a rich history spanning 70 years, UNICEF is dedicated to promoting the survival, protection, and development of children worldwide. Our programs in Côte d'Ivoire encompass child health, education, protection, water, sanitation, and emergency response.

The JPO will play a pivotal role in supporting our resource mobilization efforts, working closely with our Chief of Partnerships and Resource Mobilization. She/hi will aid in implementing our resource mobilization strategy for the 2021-2025 Country Programme Document (CPD) and facilitate donor relations with public/bilateral donors, National Committees, and the private sector. The JPO contribution will help streamline the funding cycle, enhance donor relationships, and drive high-quality donor proposal submissions.

In summary, in line with the Partnerships SDG 17, sponsoring a JPO at UNICEF Côte d'Ivoire is an investment in the well-being and future of Ivorian children. This position will be instrumental in securing the resources needed to advance critical programs and initiatives, ensuring every child has the opportunity to thrive. We invite governments to partner with us and make a lasting difference in the lives of children in Côte d'Ivoire.

Purpose for the job:

The purpose of this JPO position is to facilitate and drive UNICEF Côte d'Ivoire's resource mobilization efforts to support the realization of our mission to protect and empower children. Under the direct supervision of the Chief of Partnerships and Resource Mobilization, the JPO will play a pivotal role in implementing the resource

mobilization strategy for the 2021-2025 Country Programme Document (CPD). This includes identifying funding opportunities, nurturing donor relationships, and ensuring the effective development and submission of donor proposals. The JPO will act as a key liaison between UNICEF Côte d'Ivoire and its partners, fostering a culture of donor satisfaction and support, and contributing to the organization's commitment to creating a brighter future for Ivorian children through well-funded and impactful programs.

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

- 1. Resource Mobilization Strategy and Planning**
- 2. Donor Relations and Communication**
- 3. Contribution Management**
- 4. Donor proposals coordination**

1. Resource Mobilization Strategy and Planning

- Develop and implement the resource mobilization strategy.
- Identify funding opportunities, including with public/bilateral donors, National Committees, and the private sector.
- Prepare fundraising strategies, including responses to specific needs, such as emergency situations.
- Provide monthly updates and quarterly analytical reports to the Country Management Team and the Program Coordination Team on funding gaps and top donors.

2. Donor Relations and Communication

- *Serve as the focal point for communication with public donors, UNICEF National Committees, and internal colleagues.*
- *Strengthen existing donor relationships and expand the office network with new prospects.*
- *Enhance understanding of potential and existing donors through in-depth analysis, regular meetings, and communication.*
- *Monitor call for proposals and funding opportunities, organize donor briefing sessions, and systematically follow up on opportunities.*

3. Contribution Management:

- *Oversee the key steps of the funding cycle once funding is secured, including the development of conventions/contracts, grant creation, and conventions amendments/extensions.*
- *Act as the focal point to channel communication within key UNICEF international stakeholders, such as the global partnership team and finance team.*

4. Donor proposals coordination

- *Oversee and directly contribute to the donor proposal development process.*
- *Gather insights about specific fundraising opportunities and brief colleagues, including management and program colleagues.*
- *Support the conceptualization and development of project proposals with substantive input from Project Officers and field staff.*
- *Maintain updated and comprehensive knowledge of UNICEF programs and their funding gaps, supporting management outreach efforts and briefings with donors on the status of children in Côte d'Ivoire, CPD implementation, and funding needs.*

IV. Impact of Results

The efficient and effective execution of the Resource Mobilization Specialist JPO role directly enhances UNICEF's ability to secure vital resources for our programs. This, in turn, empowers our office to accelerate progress toward our mission of improving children's well-being, education, and healthcare in Côte d'Ivoire. The incumbent's adept management of donor relationships and high-quality proposal development amplifies our impact, supporting our advocacy efforts and knowledge-sharing. Overall, their role is pivotal in translating resources into tangible improvements in children's lives

V. Competencies and level of proficiency required

Core Values attributes

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

Core competencies skills

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (2)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (1)

Functional Competencies

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

VI. Recruitment Qualifications

Education:

A university degree in one of the following fields is required: business administration, management, marketing communication, *social and behavioral science, another relevant technical field.*

Experience:

A minimum of two years of professional experience in one or more of the following areas is required: partnerships, resource mobilization, marketing, communication, consulting.

Relevant experience in a UN system agency or organization is considered as an asset.

Relevant experience with the private sector is considered as an asset.

Language Requirements:

Fluency in English and French is required.