



UNITED NATIONS CHILDREN'S FUND JPO Request Form



UNICEF Congo team during a work retreat in 2022

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

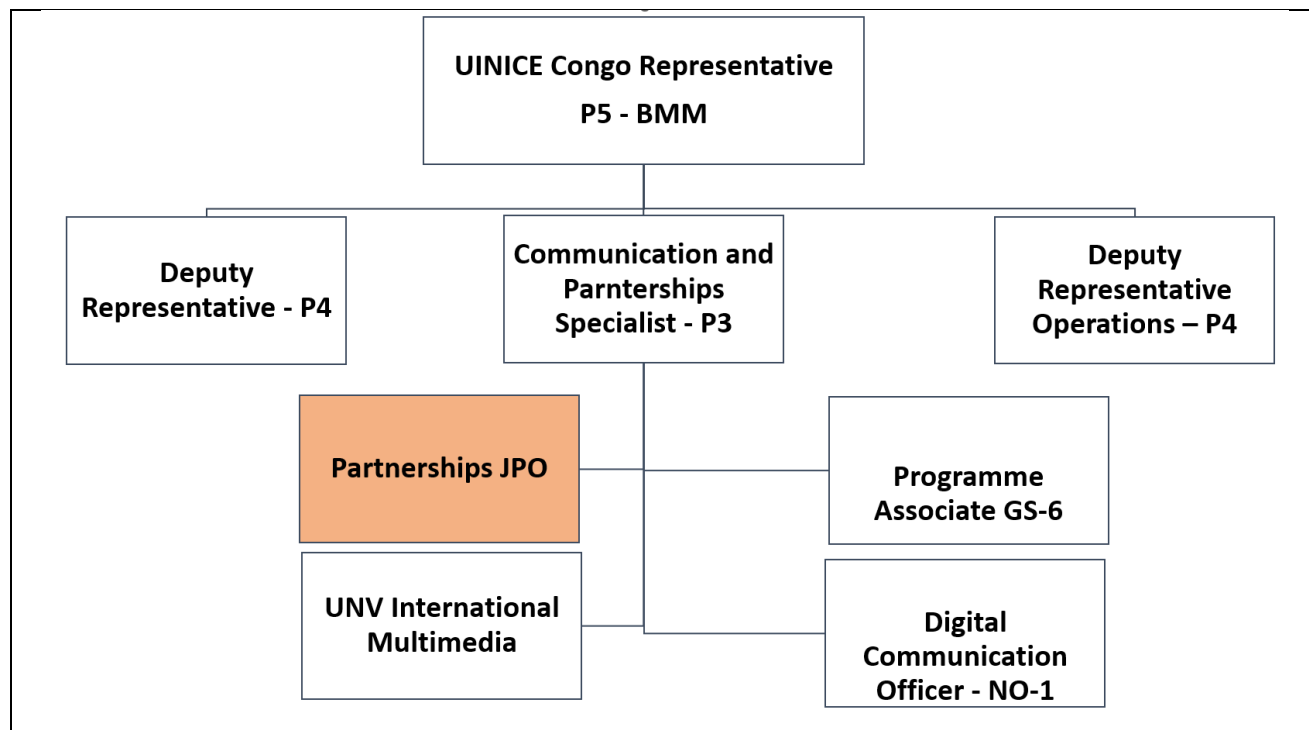
In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

- ✓ Due to the country office size, the incumbent will have the opportunity to be exposed to all aspects of donor relations and resource mobilization, learning about and contributing at the same time to a variety of tasks and activities central to UNICEF Congo's funding and partnerships efforts. Through this 360 exposure, the JPO will acquire knowledge on diverse donors while gaining sound experience in key areas such as donor engagement, proposal development and grant cycle management. The assignment will also be a unique opportunity for a young professional interested in learning about UNICEF's programmatic and operational pillars in the context of a human-size country office.
- ✓ A work and professional development plan will be established at the beginning of the JPO opportunity inclusive of professional development objectives and will be regularly monitored through discussions of key milestones.
- ✓ Ongoing guidance, supervision and coaching will be provided to ensure professional growth and technical development of the incumbent.

✓	The JPO will work under the direct supervision of the Communications and Partnerships Specialist who has extended experience in the professional development and coaching of young professionals through current and past managerial roles with the UN, the private sector and in academia.
✓	The Partnerships function is very important for the challenges faced by the country office. Depending on the availability of funding, a more permanent position could be set up in the future.

Information and living condition of Duty station: [For Filed Office locations only]	
General Information	<p>The Republic of Congo is one of the developing countries of Central Africa. Its riches are found in oil production, timber, agriculture, and the export of all these products.</p> <p>Congo has a young population, with 47 per cent of its 5.07 million inhabitants under the age of 18 years. Nearly 62 per cent of the total population live in the two largest cities, Brazzaville and Pointe-Noire. UNICEF Congo office is in Brazzaville, which is the capital city of the Republic of Congo. Brazzaville has a population of more than 1 million inhabitants and is the biggest city in the country. The United Nations is present in the country, with its agencies UNICEF, UNFPA, FAO, WHO, WFP, UNESCO, UNHCR, ONUSIDA, UNIC, to mention the most visible.</p>
Security	<p>The Security Level in Brazzaville is classified as Low (Level 2) as per the UN security management system. Practical precautionary measures are recommended to all UN staff and shared during the security briefing upon arrival.</p>
Housing	<p>Different types of accommodation are available in Brazzaville, for long or short period, fully furnished or unfurnished. It is advised to find temporary accommodation, to prepare for your arrival in peaceful conditions. A list of recommended Hotels for UN officials is available and accessible to UN Staff.</p> <p>Brazzaville is a very mixed city, where expatriates are not grouped together in a single neighborhood. UN International Personnel must reside within secure area and should arrange for a DSS assessment of the premises to determine RSM requirements are met before signing the contract with the landlord. There are some real estate agencies in Brazzaville that inform on market availability.</p> <p>Housing in Congo is relatively expensive. The lease generally lasts one year with the payment of a deposit of three to six months to the owner when signing the lease.</p>
Schools & Childcare	<p>There are not many international schools in Brazzaville, the two biggest and best-known international school are the French school, "Lycée Saint-Exupéry Brazzaville" and the "American International School of Brazzaville". Most of international staff's children attend international schools with a recognized academic system abroad. International schools often include a kindergarten and pre-school classes for younger kids. There are also other national schools recognized locally as having a good education level, but recognition outside the Congo is to be verified.</p> <p>There are some options of Day-care available, and many staff also consider having a nanny to help with smaller children. You are advised to discuss with colleagues and HR upon your arrival for options and more details. It is also advisable to ask your embassy if it is represented in Brazzaville which schools your compatriots prefer for their kids.</p>
Work for spouses & partners	<p>Work opportunities for spouses/partners are somewhat limited. However, if hired by any organization a work permit must be applied for through the same hiring organization.</p>

Reporting line of the JPO



You may use the GJP or use the Specific JD for the below sections



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: Partnerships Officer
Supervisor Title/ Level: Communication and Partnerships Specialist – P3
Organizational Unit: Communication and Partnerships Section
Post Location: Brazzaville, Republic of Congo

Job Level: **Level 2**
Job Profile No.:
CCOG Code: **1A10**
Functional Code: **PAR**
Job Classification Level: **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:

Although UNICEF Congo has made significant progress in the successful implementation of its 2020-2024 Country Programme, strengthened partnerships and resources mobilization support is critical to the achievement of key programmatic priorities. To address this need, the country office would like to bring on board a Partnerships JPO who will play an important role in strategically engaging donors and pursuing new funding opportunities to increase Key Results for Children (KRCs) in Congo. Working within the Communication and Partnerships section and in close coordination with Programme sections, the JPO will contribute to the development and implementation of a donor engagement and resource mobilization strategy aimed at increasing donor support, especially regarding UNICEF's efforts for the protection of children from all forms of violence. In Congo, eight out of ten children have suffered at least one form of physical, sexual or emotional violence; UNICEF is committed to tackle this situation by further mobilizing all relevant stakeholders, including donors. Finally, donor support for the funding of such role will provide the country office with an opportunity to adopt a more proactive approach to its resources mobilization efforts in general and help secure adequate funding for other underfunded interventions.

Purpose for the job:

Under the direct supervision of the Communication and Partnerships Specialist – P3, the JPO will be responsible for the following key functions/accountabilities:

1. *Support the design and implementation of a donor engagement and resource mobilization strategy*
2. *Contribute to other donor relations and resource mobilization activities*
3. *Ensure that donors' support to UNICEF Congo's work is visible and appropriately acknowledged*

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

1. Support the design and implementation of a donor engagement and resource mobilization strategy aimed at garnering support and visibility for UNICEF's child protection activities in Congo.
 - Identify and establish a short list of donors which priorities include the support and funding of child protection and violence prevention programmes.
 - Contribute to the drafting of donor-focused concept notes, advocacy and briefing material in close coordination with other colleagues from the Communication and Partnerships team and Programme sections.
 - With the support of the Partnerships and Communications specialist, assist the Country Representative in engaging with donors through formal meetings, briefings and other relevant donor events.
2. Contribute to other partnerships activities to support the implementation of the UNICEF Congo's 2020-2024 Country Programme.
 - Assist in the coordination of grant reports to donors and drafting of funding proposals in collaboration with Programme teams.
 - Maintain up-to-date information on partner and income trends, analyse development assistance policies and keep resource partner profiles updated.
 - Support the development of frameworks and templates and review partner agreements and amendments for senior staff approval, ensuring compliance with UNICEF rules and regulations.
 - Provide support for the mapping of potential private sector partners (Corporations, Foundations, Philanthropists) and the design of an approach to engage with those partners.
 - Conduct research on new partners for UNICEF, and provide analysis of the areas of work, outreach, financial based and reputation of prospective partners.
 - Help supervisor maintain effective relationships with member states, UN agencies, NGOs, host government and other partners, in order to keep them informed on important, strategic operational UNICEF issues.
3. Along with other colleagues from the Communication and Partnership section, play an active role in ensuring that donors' support to UNICEF Congo's work is visible and appropriately acknowledged.
 - Contribute to the mapping of donor visibility requirements for active grants and support the development of a visibility plan.
 - Work with the Digital Communications Officer and Media Relations Associate to prepare qualitative donor visibility assets that comply with donors' branding and messaging requirements.
 - Support Programme sections in generating grant reports against donors' visibility and communication deliverables.
 - Prepare background communication and information materials for briefings and visits of media, partners, donors and other stakeholders (e.g. press releases and programme fact sheets).

IV. Impact of Results

Through its effective and efficient contribution to the Country Office's resource mobilization and donor relations efforts, the incumbent will help position UNICEF Congo's work and programmatic priorities, especially child protection, in the eyes of donors and partners. Such work will significantly contribute to UNICEF Congo's ability to broker partnerships agreements, increase its donor base and attract new streams of funding which will, in turn, help UNICEF increase its positive impact for the youth of Congo.

V. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

Core competencies skills

- 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)

Functional Competencies/Skills

- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.
- Strong communications skills, verbal and written.
- Strong networking and negotiation skills
- Strong familiarity with political and governmental processes
- Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the organisation.
- Advanced knowledge of partnership development and resource mobilization.
- Ability to conduct sound policy analysis.
- Ability to contribute to formulation of strategies and policies.

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: International Relations, Political Science, Development or Humanitarian Studies, Public Administration, Social Sciences of other related fields.
Experience:	A minimum of two years of professional experience in one or more of the following areas is required: Public affairs, programme management, resource mobilization, external relations, or another related area. Relevant experience in a UN system agency or organization is considered as an asset.

Language Requirements:	Fluency in both French and English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.
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