



UNITED NATIONS CHILDREN'S FUND JPO Request Form



A total of 18,056 children (8,258 boys and 9,798 girls) suffering from severe wasting received treatment in UNICEF-supported outpatient therapeutic programmes and inpatient facilities.

For more information on UNICEF Cameroon visit: [UNICEF Cameroon](#) | [Yaoundé](#) | [Facebook](#)

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:

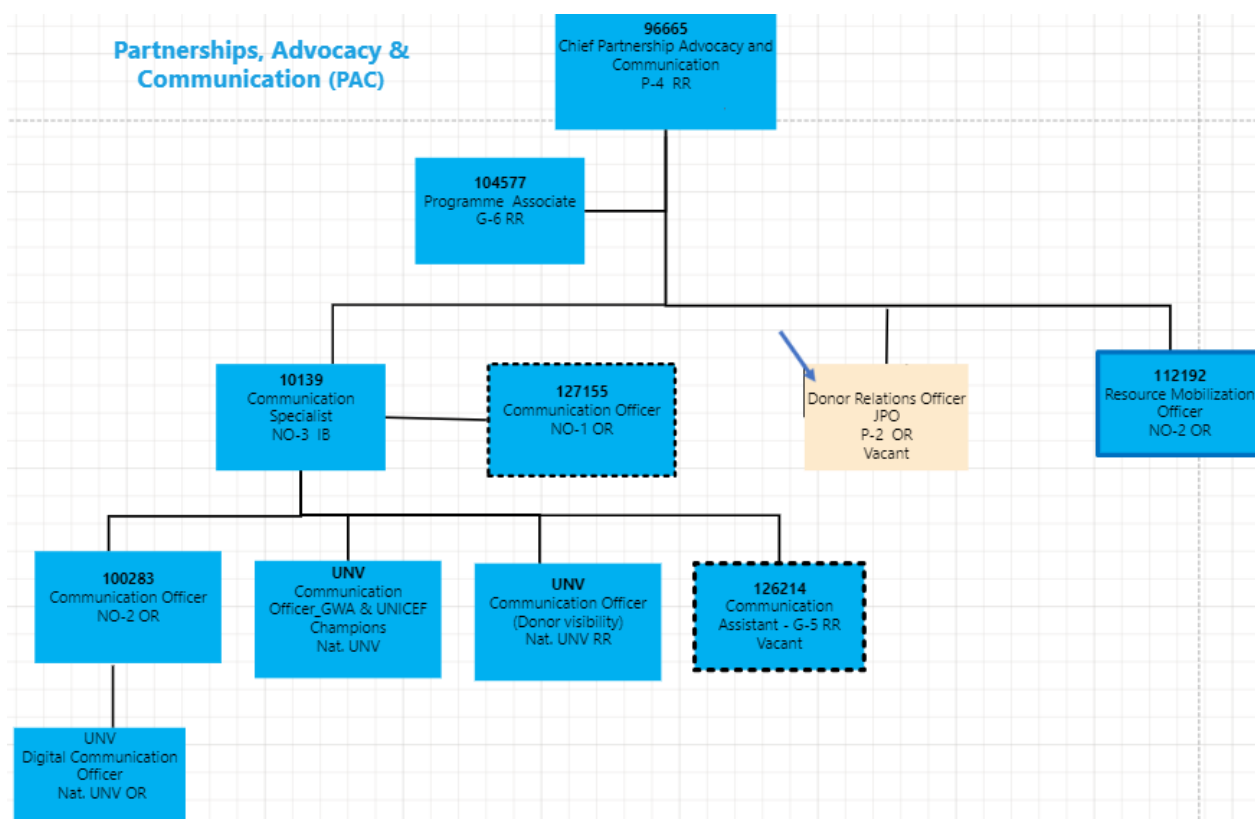
- ✓ Encourage field mission and/or stretch assignment during and after the 2nd year.
- ✓ Specific learning opportunities in the receiving office as required by his position.
- ✓ This is a strategic position which contributes directly to a key KPI of the Country Office and will provide an opportunity for the JPO to gain exposure and a detailed understanding of all UNICEF programmes while working closely with senior management, HQ, programme section chiefs, and the communication team. The staff member will be well equipped for career opportunities with UNICEF as Donor Relations/Report Specialist.

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

General Information	Cameroon is called 'Africa in miniature', due to its large diversity of climates and cultural diversity. It is a country where one can live well and discover the culture but at the same
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	<i>time experience one of UNICEF's most complex programming – this due to a mix of development and humanitarian response with three very distinct humanitarian crises to respond to. This makes Cameroon an ideal place for a JPO to live in a relatively safe place but at the same time be exposed to all of UNICEF's programming. Yaounde is a lively city with all the needed amenities such as sports facilities etc.</i>
Security	<i>The security level in Yaounde is 2. There are no specific threats apart from the typical risks of petty crime as in any big city.</i>
Housing	<i>Different types of long-term accommodation are available in Yaounde: standalone houses, houses in gated compounds, apartments. These could be furnished and/or fully serviced, or unfurnished.</i>
Schools & Childcare	<i>Most of international staff's children attend international schools with an academic system that is widely recognized abroad. International schools often include a kindergarten and pre-school classes (sometimes even a nursery) for younger kids. It is advisable to ask your embassy in Yaounde which schools your compatriots prefer for their kids.</i>
Work for spouses & partners	<i>In Yaounde there is many UN agencies present including many who cover the sub-region. The private sector is also present but mainly based in Douala.</i>

Reporting line of the JPO





SPECIFIC JOB PROFILE

Donor Relations Officer (Reporting)

I. Post Information

Post#: Job Title: Donor Relations Officer Supervisor Title/ Level: Chief Partnerships Advocacy and Communication, P4, #96665 Organizational Unit: Programmes Post Location: Yaounde	Category: IP Proposed Level: P2 Job Title: Donor Relations Officer Functional Code: Icsc Ccog Code:
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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 nations.

Strategic office context:

The overall function of the Partnerships, Advocacy and Communications (PAC) Section is to support the Country Office in implementing strategies to address cross-cutting sociocultural issues relating to children's rights. It is accountable to ensure that the country programme is efficiently coordinated, managed, and supported to meet quality programming standards for achieving results for children through strategies to address cross-cutting socio-cultural issues relating to children's rights are implemented.

The position is within the Partnership Unit of the PAC Section, headed by a Partnership Manager (P3), which is responsible for Donor Relations and Resource Mobilization. Working as a key member of the partnerships team, the JPO will collaborate closely with the programme sections at Country Office and field offices and ensure funding needs are supported, whilst safeguarding overall quality in fundraising activities, systems, and processes.

Continued resource mobilization and timely donor support is critical to enable UNICEF to deliver at scale. For this reason, the JPO will support the development of donor proposals, reports and other programmatic documents must be delivered at a high standard, in line with organizational standards and benchmarks, and aligned with donor expectations.

Purpose for the job:

Under the supervision of the Partnership Manager (P3) the Donor Relations Officer will be primarily responsible for production/strengthening of evidence and result-based funding proposals and knowledge products. S/he will also support in the development and quality assurance of situation reports, internal and external updates, annual reports, and information management in support of the overall country programme in fulfillment of the rights of children and women.

IV. Key function, accountabilities, and related duties/tasks

1. Donor reporting proposal development
2. Donor outreach and recognition
3. Compliance, funds utilization and controls

1. Donor proposal development

- Assist in the preparation of funding proposals, support in the development of proposals, concept notes and updates related to development programmes and humanitarian assistance in the country in line with global standards and guidelines in coordination with field colleagues, cluster focal points, emergency unit and programme sections, including compilation of information, editing and layout including when necessary.
- Provide quality assurance of reports and coordinate with programme sections for development of inputs followed by review, revision, finalization, and submission of all reports.
- Support the development of other reporting requirements of the office, including but not limited to the country office annual report, reporting in UNICEF's corporate Results Assessment Module (RAM) and programme briefing notes, amongst others.

• Donor outreach and recognition

- Enhance positive relationships and partnerships between UNICEF and donors through donor meetings, monitor donor interests, information needs and potential funding opportunities as well as timely and accurate feedback to donor queries as required. Assist in the elaboration of briefing notes and materials for donor meetings / annual consultations.
- Support donor outreach and engagement through the preparation/dissemination of various information products in collaboration with Programme/Communication sections. This includes factsheets, newsletters, infographics, and data tables.
- Ensure donor visibility by provision of support to donor recognition initiatives including organizing donor events. Work to maximize donor recognition and visibility in collaboration with Programme/Communication sections through the preparation/dissemination of various information products, including factsheets/infographics, human interest stories, social media products.
- Support organization of donor missions and events in collaboration with Communications, Programmes and Field Teams as required.
- Support to develop and maintain deep knowledge and familiarity with current and prospective partners and relevant stakeholders, contributing to a database of key contacts and to UNICEF's base of knowledge on partnership and resource mobilization. Expand UNICEF's network of key interlocutors to build stronger relationships between UNICEF and governments, UNICEF National Committees, institutions, foundations, the private sector, international financial institutions and/or relevant constituencies.

2. Compliance, funds utilization and controls

- Update and maintain information on donor reporting and recognition, and proposal development requirements. Ensure Programme sections and Communication sections are updated on these requirements and follow up as required.
- Work with the Budget Specialist to promote regular monitoring of utilization/expenditure, expiring funds and funding gaps involving all sections.
- Build systems to promote compliance with donor conditions and terms of specified grants and agreements.
- Work with train and plan regular meetings with programme officers and Programme Associates to ensure awareness of utilization and reporting requirements, familiarization with contribution SOPs and processes and where to find key information.

IV. Impact of Results

The efficient and effective coordination and technical advice and quality assurance support provided to the Country Office on donor relations including the timely finalization, and submission of high-quality donor proposals, directly impacts the ability of UNICEF to maintain positive relationships with, gain confidence of and raise sustainable funding support from donors. In addition, support to development of donor partnerships in the country will be critical for proactive outreach to support diversification and expansion of the donor base. Timely and quality donor reporting coupled with donor recognition efforts is also critical to maintaining and strengthening existing partnerships.

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 (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

VI. Recruitment Qualifications

Education:	A bachelor's degree in social sciences, international relations/development, public policy, public relations/communications, or related field is required.
Experience:	A minimum of two years of professional experience in one or more of the following areas is required: development, planning, public relations/communication, or related experience. Special preference will be given to experience with the UN or other development agencies.
Language Requirements:	Fluency in French and English is required.