

#### 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 2<sup>nd</sup> year

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

Mentoring and coaching on communication, advocacy and partnerships in UNICEF;

- Access to repository of learning resources on AGORA, including mandatory and selective courses on essentials of UNICEF business processes and procedures, values and standards including on: Resource mobilization (RM) 101; RM strategies; donor visibility/ content creation; public-private partnerships; leveraging resources etc,. Understanding of advocacy opportunities with donor partners to make a case with donor partners for investment in children and to how to create content including on digital/ package information/ investment cases to suit to tap into donor priorities.
- Trainings endorsed for all staff within the framework of the Learning Plan on various competencies and skills,
- Opportunity to network with multidisciplinary experts across UNICEF and other organizations, and learning from good practices across the region and globally;

**Potential for Retention:** There is an opportunity for the JPO to continue working with UNICEF Sierra Leone as

well as with other country offices, including the headquarters, given the growing need for partnerships specialists with a portfolio and related experience across regions and opportunities to work in a variety of locations.

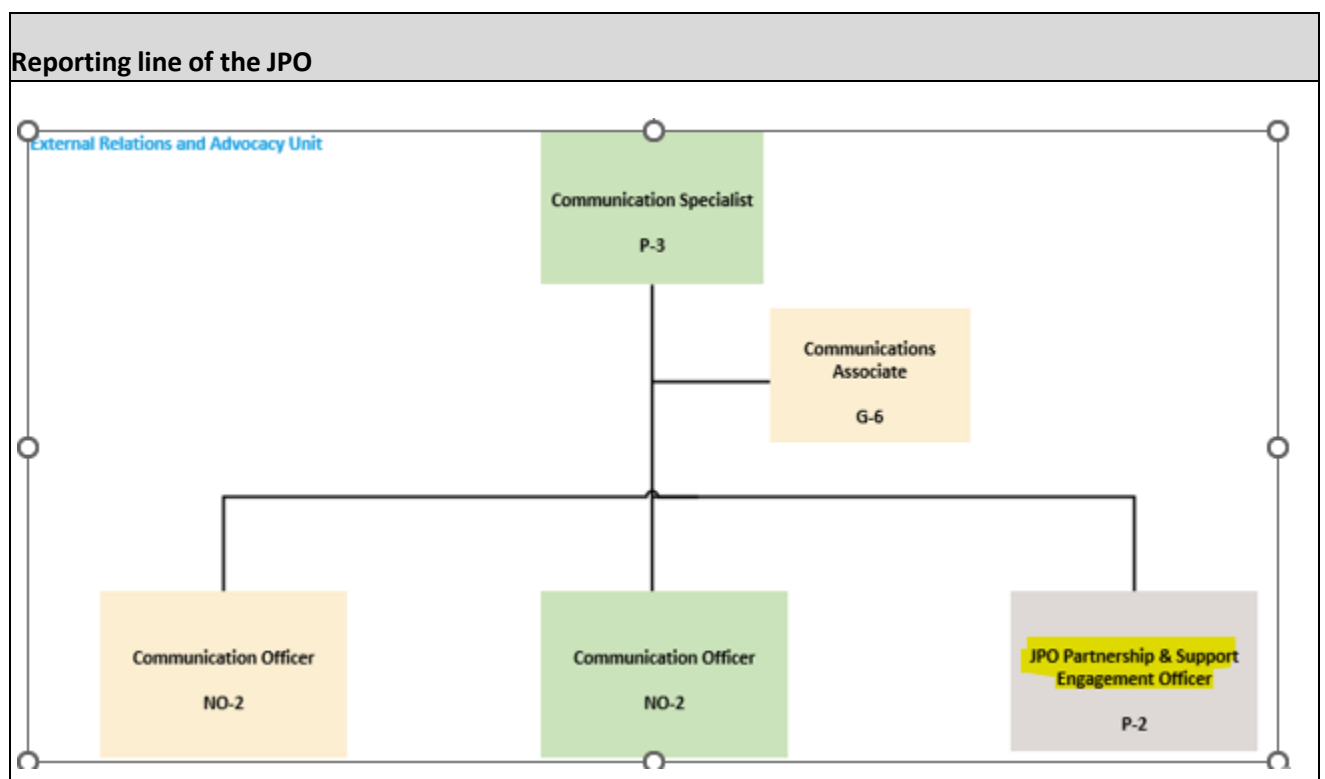
#### **Supervisor experience:**

The supervisor has nearly 25 years of extensive experience, including at UNICEF, working in both large-scale emergencies, including conflict and climate, as well as in development contexts including in the implementation of integrated communication and advocacy strategies, social and behaviour change communication (SBC), and public-private partnership initiatives to advance the agenda for children in both country and regional contexts. The supervisor has previous experience in the field of advertising and marketing with the private sector, including client portfolio and category management and administration. In addition, demonstrated strong project management skills, with experience of managing and working collaboratively across teams. Furthermore, the supervisor has benefited from targeted coaching and mentoring programmes and has participated in leadership and management training, which has enhanced relevant skills and competencies.

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

General Information	Sierra Leone is a low income located in country in West Africa. Freetown is a vibrant, hilly city, with a population of just over one million. Set on a peninsula, you can see the sea from almost any point in the city and you are never far away from some spectacular beaches for swimming and surfing. There are good supermarkets and restaurants, and mobile and internet services are available for a fair price. There are international flight connections to Sierra Leone with airlines flying to Europe, West Asia and within Africa.
Security	According to UN Department of Safety and Security the general security situation in Sierra Leone is peaceful, the security level is assessed as Low (2). There are no identified threats directed towards the UN or the International community, however precautions should be taken to avoid any unpleasant surprises. Crime is classified as moderate, with incidents primarily related to property thefts, house break-ins and robberies.
Housing	Different types of long-term accommodation are available - standalone houses, houses in gated compounds, furnished apartments, unfurnished apartments, fully-serviced apartments etc. Most UN staff choose to stay in apartments, which are equipped with generators, water and security guards. The housing situation is constantly improving, with new apartment complexes being built to an increasingly high standard. In general housing in Freetown is expensive, especially if there is access to uninterrupted electricity water and other amenities, and most landlords/landladies require half-year or annual rental payments in advance. Staff are encouraged to view different options when seeking suitable accommodation and the Administration Unit or Security Unit will provide useful support with housing arrangements.

Schools & Childcare	Children of UN staff typically the American and British International schools. There are a few other smaller independent schools which follow either American or British curricula. Most of the international schools offer classes from Grade 1 through to Grade 6. However, there are limited options for higher grades.
Health care services	There is a UN Clinic at service for UN personnel and their families, and a few private hospitals. For more advanced treatments staff are recommended to seek health care in their home countries or outside the duty station (for emergency cases there is the option of medical evacuation when applicable)
Work for spouses & partners	There are limited opportunities for spouses and partners, mainly with international organizations, depending on their professional backgrounds.



## I. Post Information

<b>Job Title:</b> Partnerships and Support Engagement Officer <b>Supervisor Title/ Level:</b> Communications Specialist (P3) <b>Organizational Unit:</b> Communication, Advocacy and Partnerships Section <b>Post Location:</b> Freetown, Sierra Leone	<b>Job Level:</b> P2 <b>Job Profile No.:</b> TBC <b>Job Classification Level:</b> P2
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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.

Communication, Advocacy and Partnerships will play a pivotal role through evidence-based advocacy to strategically influence policy and service delivery, working in partnerships to leverage support for child rights. Partnerships with the public and private sectors play a crucial role in the ability of UNICEF to deliver results for children and young people, both by raising vital revenue and by supporting advocacy and delivery of the child rights agenda.

### **Strategic office context:**

The Communication, Advocacy and Partnerships section at UNICEF Sierra Leone is seeking support for the funding of a JPO position for 2025--2026 that will provide vital support for the implementation of partnership and supporter engagement component of the 2025-2030 Country Programme of Cooperation between UNICEF and the Government of Sierra Leone.

The SLCO is transitioning to a new country programme and recently developed its new UNICEF Sierra Leone Resource Mobilization and Partnerships Strategy 2025-2030 (RMP Strategy) and Action Plan to align with the new Country Programme Document (CPD) 2025-2030, which lays out a vision and framework for fundraising, leveraging and advocacy. It aims to introduce new approaches to not only nurture existing donor relationships but to attract new resource partners for UNICEF Sierra Leone Country Office (SLCO).

UNICEF Sierra Leone has a heavy reliance on public sector donors. National Committee (NatCom) income represents a very small percentage of its income. SLCO is looking to change this by embracing a culture shift, as laid out in the RMP Strategy. UNICEF would like to expand its current private sector partnerships, especially with foundations, telecommunication companies, the extractive sector, business coalitions etc., for more shared value through innovation with the private sector and co-creation. Support is required for all these areas of work and to support the implementation of the RM Strategy and its Action Plan.

**Purpose for the job:**

Under direct guidance and supervision of the Communication, Advocacy and Partnerships Chief (P3) the JPO will be responsible for the following key functions/accountabilities:

1. Support operationalization of the Communication/ Advocacy and Partnerships components of the UNICEF Sierra Leone Resource Mobilization and Partnership Strategy 2025-2030.
2. Support content development and reporting to donors (private, public and UNICEF National Committees)
3. Support Natcom engagement and donor diversification

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

1. Support operationalization of the UNICEF SLCO Resource Mobilization and Partnership Strategy 2025-2030 and related action plan in relation to communication elements.
2. Support the RM Taskforce to better support and build synergy for communication element needed to support fundraising required for grants and cross-sectoral emerging opportunities.
3. Support packaging of investment cases, content development and visibility for reporting to donors (UNICEF National Committees and private donors) including editing and quality control of information products for donors including compilation of information and layout.
4. Develop, maintain and update a two-page snapshot (concept note for advocacy and fundraising) and If emergency arises, ensure to prepare media, data, needs as soon as possible with all NatComs to trigger a fundraising campaign.
5. Support the developing of a Communication and Advocacy Strategy that also outlines NatCom engagement.
6. Assist with the preparation of information to provide to key partners on the strategy, design, relevance, and impact of programmes, to advocate the work of UNICEF, by actively engaging with all sections to gather and collate information.
7. Support coordination and interaction with Natcoms, coordinating in-country, virtual visits and CO visits to Natcom countries (maintain the Calendar of Events and Key Dates) and pro-actively offering online sessions and interviews (National Committees)
8. Explore and arrange for a National Committee or PSFR CO stretch assignment to support the CO with positioning (towards National Committees and Sierra Leonean private sector annually).
9. Support the expansion of current private sector partnerships (natcoms), including those who have an interest in the mining or cocoa sectors, and working with other sectors, explore shared value and co-creation with the private sector, including through content development, advocacy, networking, and mapping of partnership building opportunities/ events and arrange for visibility and speaking engagements.
10. Support operationalization of the extractive sector engagement plan, including via donor prospecting and profiling, pitch document production and communication, proposal writing, reporting, etc.
11. Support engagement with key Sierra Leone influencers, high net worth individuals and diaspora and explore diaspora fundraising with NatComs.
12. Support engagement, content creation and engagement for the SLCO Business Council (if established).
13. Institute an annual donor breakfast and explore other innovative approaches for advocacy and resource mobilization with key donors.

#### IV. Impact of Results

The incumbent gathers, analyses and reports information in a manner that draws out fact-based insights to inform approaches to partner relationships and support substantive discussion with partners. S/he captures relevant information and progress and ensures internal information sharing. Accurate and timely information to partners will strengthen the credibility of the organization which in turn will result in trust and increase resources and funding opportunities to the organization.

#### V. Competencies and level of proficiency required




(Please base on UNICEF Competency Framework)

<u>Core Values attributes</u>	<u>Functional Competencies</u>
<ul style="list-style-type: none"><li>• Care</li><li>• Respect</li><li>• Integrity</li><li>• Trust</li><li>• Accountability</li><li>• Sustainability</li></ul> <u>Core competencies skills</u> <ul style="list-style-type: none"><li>• Demonstrates Self Awareness and Ethical Awareness (1)</li><li>• Works Collaboratively with others (1)</li><li>• Builds and Maintains Partnerships (1)</li><li>• Innovates and Embraces Change (1)</li><li>• Thinks and Acts Strategically (2)</li><li>• Drives to achieve impactful results (2)</li><li>• Manages ambiguity and complexity (1)</li></ul>	<ul style="list-style-type: none"><li>• Persuading and influencing (2)</li><li>• Applying technical expertise (1)</li><li>• Learning and researching (1)</li><li>• Planning and organizing (1)</li></ul>

#### VI. Recruitment Qualifications

Education:	A university degree is required in one of the following fields: international relations, political science, communications, international development, or another relevant technical field.
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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 other relevant area. Relevant experience in a UN system agency or organization is considered as an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

<b>Request Authorised by Section Head:</b>   17-10-2024 <b>Suzanne Wooster, Communication Specialist</b>	<b>Request Verified by HR:</b>   17-10-2024 <b>Tigidankay Sannoh, OIC, HR Manager</b>
<i>Endorsed by Deputy Representative Programme</i>  <hr/> <b>Liv Elin Indreiten</b>	<i>Approved by Representative</i>   17-10-2024 <b>Liv Elin Indreiten, OIC Representative</b>