



## UNITED NATIONS CHILDREN'S FUND JPO Request Form

[Please replace the above photo with a picture depicting the programme area or a picture of your office resize picture to pixel size 642X428]

### 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:

✓

Please also mention the following:

- ✓ Career prospects and potential for retention: The Junior Professional Officer (JPO) Programme is a great opportunity for young talented professionals to get a foothold in the UN system. The Programme provides young professionals pursuing a career in development with the opportunity to gain hands-on experience in multilateral technical cooperation and international development.
- ✓ Supervisor's experience in coaching and development of young professionals: Supervisor has over 15 years of experience in training and coaching new hires gathered in the private sector before joining UNICEF. In UNICEF she has coached UNV national and international but no JPOs.

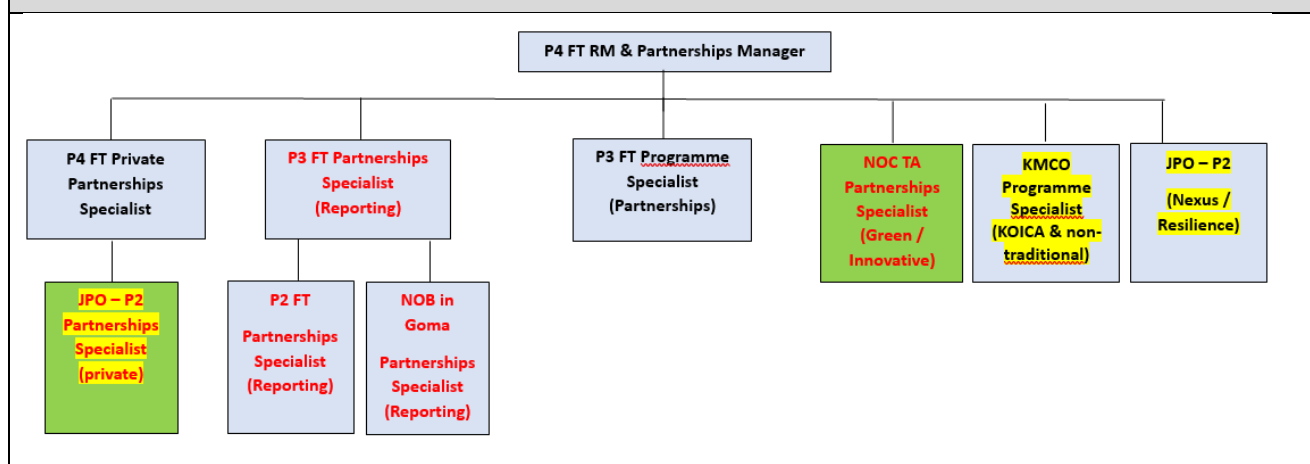
### Information and living condition of Duty station: [For Filed Office locations only]

General Information	<p>The Democratic Republic of Congo (DRC) is a Central African country with 9 neighbouring countries. It is bordered to the north by the Central African Republic and southern Sudan, to the east by Uganda, Rwanda, Burundi and Tanzania, to the south by Zambia and Angola, and to the west by the enclave of Cabinda and the Republic of Congo.</p> <p>It covers an area of 2,345,409 km<sup>2</sup>. It is the second largest country in Africa after Algeria. It stretches from the Atlantic Ocean to the Eastern Plateau, covering most of the Congo River basin.</p> <p>Crossed by the Equator, the DRC has a hot, humid climate. The average temperature is 25°C around the basin, 26°C on the coast, 18-20°C at an altitude of 1,500 metres, 16-17°C at 2,000 metres, 11°C at 3,000 metres and 6°C at 4,000 metres. Temperatures vary from province to province.</p> <p>The year is divided into two seasons: a dry season lasting almost four months (June - September) and a rainy season lasting around 8 months (October - May). The rains are abundant and regular.</p> <p>Western fashion has a strong influence on Congolese clothing and fashion, especially in</p>
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	<p>urban areas.</p> <p>For meetings and official activities, normal business attire is expected of colleagues. The DRC is officially a secular state.</p> <p>There are, however, the following religious denominations: Catholic (40-50%), Protestant and evangelical churches (40-50%), Muslim (less than 5%) and Kimbanguist (less than 5%). There are also a few animists in the country.</p>
Security	<p>The general security situation in the DRC is stable, mainly in the centre and west of the country, and UNICEF programmes are being implemented without major problems.</p> <p>However, in the eastern parts of DR Congo, armed conflict and inter-community tensions remain a serious threat to security, indirectly affecting UNICEF/UN staff. While the urban centres are relatively stable, various armed groups continue to pose security problems for UN staff, humanitarian workers and the local population in the rural areas of the east. These are generally security problems posed by criminal gangs, ethnic militias and non-state armed groups.</p> <p>UNICEF's security structure in the DRC is composed of.</p> <p>Kinshasa: one (01) Security Officer and one (01) Local Security Associate.</p> <p>Goma: One (01) Security Specialist</p> <p>Kananga: A National Security Officer</p> <p>The Bunia, Mbandaka, Lubumbashi, Bukavu and Kalemie offices each have one (01) Local Security Associate.</p>
Housing	<p>It is compulsory for international staff to live in areas designated as 'security perimeters'. Security colleagues at each duty station will be able to provide you with information.</p> <p>The DRC does not have many estate agents. Most staff use informal services (HR, section colleagues, etc.) to obtain accommodation. However, two brokerage agencies in Kinshasa can be recommended; IMMOAF: +243 9999 369 611 and JEFFERY Travels <a href="mailto:jeffery@jefferytravels.com">jeffery@jefferytravels.com</a>, the costs incurred for their services can be reimbursed. Your HR focal point will be able to advise you on this.</p> <p>A list of UN-approved hotels throughout is available through the HR department. This list of hotels is revised regularly on the basis of security reassessments carried out.</p> <p>It is strongly recommended to consult the Administration on the draft of the lease contract, and to obtain advice on the terms and conditions of the lease, particularly with regard to taxes and the diplomatic clause.</p> <p>*As a matter of good practice, it is advisable for international staff to have at least USD 1,000 available for use during the first two weeks before receiving installation payments.</p>
Schools & Childcare	<p>The cities of Kinshasa and Lubumbashi are the only places where families can be assigned.</p> <p>There are good nursery and primary schools in these cities. The following recommended</p>

	<p>schools offer quality education and are frequently used by staff members:</p> <p>Kinshasa</p> <p>Ecole Américaine (Tasok): info@tasok.net +243 81 884 6619</p> <p>Lycée français René Descartes: secretariat@lfrdrdc.org, +243 851 105 585/ 00243 851 105 567</p> <p>Lycée Prince de Liège (Belgian school): direction@lpl-rdc.com +243 818946452</p> <p>Jewels international School: +243 81 888 88 39, +243 82 623 95 10</p> <p>Lubumbashi</p> <p>Lycée français Blaise Pascal: secretariat.lubumbashi@mlfmonde.org, +243 811 748 461</p>
Work for spouses & partners	Please share information available opportunities for Work for spouses and partners.

## 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

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Job Title: JPO Partnerships Officer Supervisor Title/ Level: Partnerships Specialist/P4 Organizational Unit: Donor Relations Unit - DRU Post Location: Kinshasa, DRC	Job Level: P2 Job Profile No.: Job Classification Level:
<b>II. Strategic Office Context and purpose for the job</b> <p>UNICEF DRC integrates private sector engagement in its country programme 2025-2029, in line with the global strategic plan where "Leveraging the Power of Business and Markets for Children" is identified as one of the key change strategies to achieve results for children and improve their lives worldwide.</p> <p>The Private Partnerships Officer is expected to support the private sector engagement in different programmatic areas including (i) Child Rights and Business – vulnerabilities of children in mining context, (ii) Performing due diligence on possible business partners for all programs, (iii) supporting the integration of private sector engagement in the emergency response, (iv) WASH market influencing, (v) private fundraising and philanthropy HNWI</p>	
Support the private sector engagement in the country office emergency response plan. This could include: <ol style="list-style-type: none"> <li>1. Identify similar projects and collect relevant information for the private partnerships approach. This will include lessons learnt and any other relevant information.</li> <li>2. Explore the possibility of strengthening the commitment of the private sector through the private sector humanitarian platform.</li> <li>3. Explore the potential engagement of umbrella organizations and chambers: FEC and other chambers of commerce present in DRC in strengthening resilience in the Eastern provinces.</li> <li>4. Identify and conduct meetings with a view to forging partnerships with the main companies based in or with an interest in the Eastern zone of the country.</li> </ol> <p>Conduct advocacy activities with companies to encourage private sector investment in the economic and social development of the regions and communities targeted by the resilience program. These investments can take many forms, such as connectivity, socio-professional programs, support for training, school attendance programs and the construction of community works.</p>	
Support the engagement with private sector companies in the mining sector for the implementation of the vulnerabilities of children in mining context strategy. This can include: <ol style="list-style-type: none"> <li>1. Maintain the relationship with the current private partners.</li> <li>2. Identification of new potential partners.</li> <li>3. Development of ecosystem analysis on a need basis.</li> <li>4. Research and report of best practices.</li> <li>5. Meetings with the different stakeholders of the projects. This can include public and private potential partners, key NGO's, governmental stakeholders, development partners and other civil society agents.</li> <li>6. Establishment of key partnerships with the different stakeholders in order to ensure the continuity and perennation of the projects.</li> <li>7. Support the child protection team in the organization of different key events in the framework of the projects.</li> <li>8. Carry out field missions to efficiently support the various aspects of the project. This may include information gathering, ateliers métiers as well as other relevant actions.</li> </ol>	
Exploration of private fundraising opportunities in the local market. This could include: <ol style="list-style-type: none"> <li>1. Support the Private Partnerships Specialist in the exploration of potential approach to High-Net-Worth Individuals. This can include the identification of potential prospects, development of one-pagers, presentations and other relevant documentation, conduction of several meetings, due diligence development and contract drafting amongst others.</li> <li>2. Exploration of potential innovative fundraising approaches with the Mobile Money Operators and other relevant platforms such as: <ul style="list-style-type: none"> <li>• Vodacom, Airtel, Orange</li> </ul> </li> </ol>	

Assist the Partnerships Specialist in all aspects of development and monitoring opportunities with the private sector. This can include (on a need basis):

1. Identification of potential key partners.
2. Launch, follow-up and completion of Due Diligence Processes in UNISON, in order to ensure compliance with UNICEF standards.
3. Coordination of meetings with the potential partners, in order to identify, negotiate and establish successful collaborations. This will include minutes from the different meetings.
4. MoU and other contracts drafting, in order to formalize agreements in accordance with UNICEF Legal Department guidelines
5. Reports review.
6. Develop briefing notes, concept notes and other relevant documents.

Support the Office in the development of project and fundraising proposals

**Scope of Work:**

Under the supervision of the Partnerships Specialist (Private Sector), the Private Partnerships Office will support:

- (i) Child Rights and Business to support fight of vulnerabilities of children in mining communities
- (ii) Performing due diligence on possible business partners for all programs,
- (iii) The integration of private sector engagement in the emergency response plan
- (iv) WASH market influencing,
- (v) Private fundraising and Philanthropy

#### **IV. Impact of Results**

The partnerships officer work will have an impact on UNICEF private sector strategy increasing efficiency and efficacy of different interventions and strengthening the relationships with local businesses to leverage their expertise and network to increase UNICEF impact on children.

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

<p><b><u>Core Values attributes</u></b></p> <ul style="list-style-type: none"> <li>• Care</li> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Accountability</li> </ul> <p><b><u>Core competencies skills</u></b></p> <ul style="list-style-type: none"> <li>• Nurtures, Leads and Manages People (1)</li> <li>• Demonstrates Self Awareness and Ethical Awareness (2)</li> <li>• Works Collaboratively with others (2)</li> <li>• Builds and Maintains Partnerships (2)</li> <li>• Innovates and Embraces Change (2)</li> <li>• Thinks and Acts Strategically (2)</li> <li>• Drives to achieve impactful results (2)</li> <li>• Manages ambiguity and complexity (2)</li> </ul>	<p><b><u>Functional Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Persuading and influencing (1)</li> <li>• Applying technical expertise (1)</li> <li>• Learning and researching (2)</li> <li>• Planning and organizing (2)</li> </ul>
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<b>VI. Recruitment Qualifications</b>	
Education:	<i>A university degree in one of the following fields is required: Business Administration, International Relations, Economics</i>
Experience:	<ul style="list-style-type: none"> <li>• <i>At least five (2) years of professional experience, of which three (1) years must be in developing countries. This includes experience in both the private sector and international organizations.</i></li> <li>• <i>Experience in the areas of partnerships, marketing, project management, market analysis, finance, is considered an asset.</i></li> <li>• <i>Working experience in DRC is considered an asset.</i></li> <li>• <i>UNICEF professional experience is considered an asset.</i></li> </ul>
Language Requirements:	<i>Fluency in English and French is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.</i>