



Junior Professional Officer (JPO) at P2 level, Partnerships Officer, Amman, Jordan

I. Overview

Through USAID's Office of U.S. Foreign Disaster Assistance (USAID/OFDA), the United States sponsors qualified U.S. citizens for employment in the United Nations Children's Fund (UNICEF) the Junior Professional Officer (JPO) Program.

These fully funded JPO positions strengthen the capacity of UNICEF country and regional offices dealing with humanitarian crises. They further encourage U.S. citizens to become active members of the international community. After completing their JPO assignments, a number of JPOs successfully compete for positions within UN System, and in other international and non-governmental organizations.

II. General Information

Title: Partnerships Officer (JPO)

Organization/Office: UNICEF Middle East and North Africa Regional Office (MENARO).

Duty Station: Amman, Jordan

Date Required: As soon as possible

Duration: 1 year (with possible extension for another year)

Title of Supervisor: Regional Advisor, Partnerships

The post is located in the Middle East and North Africa Regional Office (MENARO). MENA is comprised of 15 Country Offices and one Area Office, which include High Income Countries, Middle Income Countries and Least Developed Countries. MENA counts seven countries currently under emergency Level 3 status, and is home to some of the world's longest protracted crises, such as Djibouti and Sudan. The country contexts in the region span humanitarian and development programming; HICs and countries contributing towards global fundraising and partnerships through regional initiatives based in the five golf countries – to name some of the areas of intervention. The post reports to the Regional Advisor, Partnerships and is a member of a team comprised of 2 P4s.

III. Duties, Responsibilities, and Output Expectations

The purpose is to support establishing and/or strengthening collaboration with key stakeholders in MENA, and provide an interface for environmental scanning, knowledge exchange, and resource mobilization. S/He may also serve as a focal point and resource for colleagues on specific thematic areas of strategic relevance for partnership development. The key result is to support in creating a strong base of partners in support of UNICEF's mission.

Summary of key functions:

- Working with Regional Office colleagues, support the identification of partnerships and broker resource mobilization agreements in support of the child right's agenda in the region. Scans and scouts external environment within designated partnership area for opportunities and risks and shares information in a timely fashion with relevant UNICEF staff. Supports in providing strategic, logistical and programmatic support to senior management and other UNICEF staff in corporate engagement and interaction with assigned partners..



- Supports the development and maintenance of deep knowledge and familiarity with current and prospective partners, donors and relevant stakeholders, contributing to a database of profiles of key partners and donors and to UNICEF's base of knowledge on partnership and resource mobilization. Supports the expansion of UNICEF's network of key interlocutors to build stronger relationships between UNICEF and governments, other key-decision makers, regional development institutions, foundations, the private sector, international financial institutions and/or relevant constituencies.
- Supports the review and regular compilation of historical funding from Private sector, NatCom and Philanthropic organizations for RO and MENA. Supports the mapping exercise of NatCom, private sector and Private Foundation priorities against MENARO programme priorities. Supports the review of best practice NatCom and Foundation engagement strategies and identify a suitable model for MENARO.
- Supports the development of a fundraising and engagement strategy, specifically for NatComs, private sector and Foundations, including: Supports the development of a detailed engagement plan; identification of priority partners and priority programmes; setting of fundraising targets; and development of relevant toolkits.
- Support the identification of opportunities and innovative approaches for engaging with high Net Worth Individuals from the MENA region.
- Contributes to the identification and pursuit of opportunities for outreach, engagement, policy influence and collaboration, including on how to anticipate and respond to partners' concerns and priorities, ensure that UNICEF's interests, perspectives, and knowledge are taken into account in relevant policy and institutional processes, and ensure that they are fully aware of UNICEF's perspectives, policies, priorities and capabilities. Contribute to the development and management of initiatives for high-level outreach, including for UNICEF's Senior Management.
- Contributes to the documenting and / or development of new partnership and resource mobilization practices and approaches by formulating recommendations for action based on on-going monitoring, analyzing current trends within designated partners and formulating recommendations for strategy approaches and message development.
- Contributes to strategies for engagement and the development of communications products to enhance UNICEF's visibility and influence with existing and prospective partners and key stakeholders by providing analysis of the current environment and trends and formulating recommendations for strategy approaches and message development. Works closely with UNICEF's colleagues to ensure that policy advocacy and outreach is strongly grounded in the experience and insights of the programmes that UNICEF's supports. Contributes written inputs for communications instruments that best inform and influence decision makers.
- Performs other related duties as assigned by the supervisor to ensure the success of the team, including guiding, training, and coaching short-term staff, including interns and consultants, as needed.

Key End-Results Expected

The Partnerships Officer is a professional in the field of external relations, in particular partnership development and resource mobilization. The quality of work and external communications performed by the Officer directly impacts on the professionalism of the incumbent and the overall reputation of UNICEF. S/He follows established procedures but is expected to make recommendations on strategies for engagement and communications products. The Partnership Officer is accountable for quality, substantive input and ability to project a competent and trusted image of UNICEF to partners.



IV. Eligibility

- Education:** An Advanced university in international development, public affairs, international relations, political science or other related field
- Experience:** At least two (2) years of progressively responsible professional experience in external relations, liaison and/or any resource-mobilization related activities, preferably in an international organization is required.
- Languages:** Fluency in English is required with knowledge of another UN language considered as an asset.
- Work Location:** Amman, Jordan

Competency Profile

For details on competencies please refer to the “UNICEF Professional Competency” at https://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf

- *Core Values (Required):*
 - Commitment
 - Diversity and Inclusion
 - Integrity
- *Core Competencies (Required)*
 - Communication [III]
 - Working with People [II]
 - Drive for Results [II]
- *Functional Competencies (Required)*
 - Leading and Supervising [I]
 - Formulating strategies and Concepts [II]
 - Relating and Networking [II]
 - Persuading and Influencing [II]
 - Applying Technical Expertise [II]
 - Entrepreneurial Thinking [II]

V. Background Information

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 actions. 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 of the Rights of the Child, while also supporting the equitable development of nations.



Together with its partners, UNICEF works in 190 countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere.

In all of its work, UNICEF takes a life-cycle based approach, recognizing the particular importance of early childhood development and adolescence. UNICEF programmes focus on the most disadvantaged children, including those living in fragile contexts, those with disabilities, those who are affected by rapid urbanization and those affected by environmental degradation.

UNICEF has established a Junior Professional Officers Programme (the “JPO Programme”), which enables governments to fund Junior Professional Officer (“JPO”) posts at UNICEF so that young men and women from the government’s country can acquire field experience in international development co-operation activities, such as those of UNICEF, under the close supervision of senior UNICEF officials, while also contributing to the implementation of the programmes and activities of UNICEF through temporary service in UNICEF's field offices. In exceptional circumstances, subject to UNICEF’s needs, UNICEF may offer experience in international development activities at its headquarters locations.

VI. Application Instructions

The JPO Program selection process is carried out jointly by USAID/OFDA and the UNICEF. You must be a U.S. Citizen to apply. To apply, please send a completed UN Personal History Statement (PII) (see link below), a resume (CV), and a cover letter to JPOCoordinator@ofda.gov. Please state which position you are applying for in the subject line of your email. If you wish to apply for both positions, please complete a Personal History Statement (PII) for each position and submit these to us in separate emails with the appropriate subject heading.

Application Details

Please complete the UN Personal History Statement (PII) thoroughly. The PII provides the opportunity to include all required information in one document, including your professional work experience and references. Please attach a cover letter to explain your interest in the position and interest in working with the UN, along with a general resume. The PII has instructions on how to complete the profile; however, please be sure to also follow the additional instructions below:

- The PII must be completed in English only.
- You may leave the signature/date sections blank at this time. If selected for one of the positions, you will then need to submit a signed version.
- Do not submit a photograph.
- Please attach a cover letter to explain your interest in the position and interest in working with the UN.
- Application deadline: **December 13, 5:00 PM** Eastern Time
- For more information please consult the Frequently Asked Questions–
www.ofdajobs.net/portal/files/forms/FAQ_JPO_OFDA92115.docx
- To apply please go to the OFDA job website: <http://www.ofdajobs.net/portal/jpo.aspx>
- Hyperlink to PII: www.ofdajobs.net/portal/files/forms/PIIForm.doc