

Vacancy Announcement

UNICEF

Partnerships Specialist NOC

Work type: Fixed Term

Location: East Jerusalem, Palestine

Duration: One year with possible extension

Applications Deadline: 3 August 2018

To apply click [here](#)

UNICEF works in 190 countries and territories to protect the rights of every child. UNICEF has spent 70 years working to improve the lives of children and their families. Defending children's rights throughout their lives requires a global presence, aiming to produce results and understand their effects. UNICEF believes all children have a right to survive, thrive and fulfill their potential to the benefit of a better world.

For every child, a Future

To learn more about working in Palestine please visit: <https://www.facebook.com/unicefpalestine/>

How can you make a difference?

Under the general guidance of the Special Representative and working closely with the Deputy Representative on Partnerships and Resource Mobilization as well as in close coordination with the Budget/Contributions Management officer, all Programme Section Heads, and the Chief of Advocacy and Communications, responsible for partnerships, leveraging, fundraising and building alliances and networks. This includes identifying and developing new partnership opportunities with the aim of leveraging investments for children, as well as facilitation of office fundraising efforts, tracking of funding trends and gaps, liaison with donors, risk management. Working in coordination with SPPME, Coms, and Deputy Special Representative in oversight of the consolidation and time submission of donor reports for the Country Programme. Also, contributes to the timely preparation and dissemination of other mandatory and special reports, as well as briefing documents and corporate publications relating to programme activities in support of the UNICEF mission in the country.

Key functions, accountabilities and related duties/tasks:

Within the delegated authority and the given organizational set-up, the incumbent may be accountable for all or assigned areas of the following major duties and end results.

1. Fundraising and resource mobilization:

Support fundraising and resource mobilization by developing and tracking the fundraising strategy and action plan in collaboration with the Deputy Special Representative (DSR), Special Representative (SR) and Section Chiefs. The strategy will guide the process of engaging current and potentially new donors in line with the global and local contexts. Map donor interests within the context of humanitarian and development programming. Monitor fundraising needs per programme in line with CPD/ workplans. This includes support to proposal development in liaison with donor representatives and National Committees, and relevant UNICEF offices as per identified funding needs and opportunity analysis.

Participate in donor meetings to discuss funding gaps and priority needs and liaise with RO on exploring regional funding opportunities.

Support fundraising and other missions in close coordination with the SR, DSR and Communication Section through the conceptualization, compilation, and preparation of briefing and other programme documents for advocacy and information sharing purposes.

2. Partnership, Coordination and Collaboration

Participate in joint fundraising groups under the umbrella of the UNDAF, particularly for the priority areas where UNICEF leads. Enhance positive relationships with donor groups through timely and accurate reporting and monitoring of donor interests, information needs and potential funding opportunities. This includes consolidation, editing and production of interim and final reports and the production and dissemination of the Consolidated Emergency Thematic Reports. Function as the focal point for responding to donor information needs regarding existing grants and potential partnerships. Influence donors and private sector so that children are given adequate attention in their vision and strategy.

Develop partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information on programme/project status and implementation and movement/distribution of supplies and to build alliances and networks for investments towards children's priority needs in State of Palestine. Link with Regional Office focal persons on engaging with and leveraging resources from regional partners and with HQ on innovative financing.

3. Programme Performance, Monitoring and Evaluations

Monitor activities against donor proposals and ensure compliance with approved plans and donor conditions. Maintain regular communication with donors regarding any adjustments in project plans in due time for making necessary amendments.

Participate in major programme evaluation exercises in consultation with the Special Representative, the Deputy Special Representative, the Operations Officer, the SPPME section and others to improve efficiency and quality of programme delivery. Participate in annual sector review meetings with government counterparts. Contribute to the timely preparation of annual program status reports. Collaborate with the Deputy Special Representative and Programme Sections to compile, produce and disseminate mandatory UNICEF reports, including the Annual Report, SitReps and the Humanitarian Action Report.

4. Risk Management

Lead as risk owner for several risks areas related to the complex operational environment. Stays abreast of best practices globally and applies them to UNICEF SoP. Working with the Special Representative, offer support to UNCT and HCT in the same areas.

To qualify as an advocate for every child you will have:

- Advanced university in international development, public affairs, international relations, political science or other related field
- At least five (5) years of progressively responsible professional experience in external relations, liaison and/or any resource-mobilization related activities, preferably in an international organization is required.
- Background/familiarity with Emergency situations.
- Fluency in English and Arabic is required

For every Child, you demonstrate:

Our core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results.

Functional Competencies

- Leading and Supervising (I)
- Formulating strategies and Concepts (II)
- Relating and Networking (II)
- Persuading and Influencing (II)
- Applying Technical Expertise (II)
- Entrepreneurial Thinking (II)

View our competency framework at

http://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

*** Employment offer is conditional upon receipt of medical clearance, any clearance required, the grant of a visa, and completion of any other pre-employment criteria that UNICEF may establish. Candidates may not be further considered or offers of employment may be withdrawn if these conditions are unlikely to be met before the date for commencement of service**