**Junior Professional Officers (JPO) Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Title: Junior Professional Officer for Strategic Partnerships and Donor**

**Relations**

**Sector: Bureau of Strategic Planning**

**Location: Paris，France**

**SUPERVISION**

**Direct supervision by: Chief, Section for Strategic Partnerships and Donor Relations.**

**DUTIES AND RESPONSIBILITIES**

Under the authority of Dir/Partnership Division and the direct supervision of the Chief of Section for Strategic Partnerships and Donor Relations, the JPO will contribute as required to activities linked to the remit of the Partnership Division and the Bureau of Strategic Planning as a whole.

* Analyse the donors' regulations and major trends in donors' international development cooperation policies and volume of funding of such co-operation related to UNESCO's fields of competence;
* Contribute to briefings for senior management on these issues.
* Provide advice to Sectors, Field Offices and Institutions on outreach and developing cooperation with public and private donors, **including public and private partners from China.**
* Provide advice and backstopping to project officers in the preparation of proposals and donor negotiations.
* Foster strong relationships with donors and facilitate dialogue inter alia by supporting the organisation of annual review meetings, and other strategic consultations.
* Monitor cooperation with public and private partners; liaise with field offices and units responsible for extrabudgetary activities in programme sectors to facilitate follow up of commitments under signed agreements with donors;
* Contribute to efforts of the Section, Division, and the Bureau to build a strong enabling environment for partnership)
* Contributing to the development of advocacy materials, donor visibility initiatives, training material for staff members and by contributing to documents for UNESCO's Governing Bodies; and
* Undertake any other tasks required by the supervisor for the Bureau of Strategic Planning.

**REQUIRED QUALIFICATIONS**

* **Education:** University degree (preferably at Masters level) in international relations, law, political science or management, Business Administration, communication, marketing or other relevant fields to resource mobilization.
* **Work experience:** A minimum of **2** years of progressively responsible relevant work experience, of which preferably 1 year acquired at international level.
* **Competencies and skills:** Good knowledge of and practice with the current context for international development cooperation.
* Excellent interpersonal skills for teamwork and work in a multicultural setting and ability to interact effectively with different stakeholders inside and outside the Organization.
* Experience in writing material for partnerships/resource mobilization, including policies, project proposals and promotional material.
* Good IT skills.
* **Languages:** Very good knowledge of English or French.

**LEARNING ELEMENTS**

Learning elements for the JPO include the development of:

* **Professional skills**: including skills relating directly to resource mobilization and partnership building including communication, outreach, prospecting, due diligence and partnership management as well as on-the-job skills such as time management, problem solving, team building; and career preparedness.
* **Inter-personal skills**: including multi-cultural awareness and cultural competency; communication and listening skills and management of work to tight deadlines.
* **Career development related skills**: including learning skills, professionalism, engagement and active participation. The incumbent will strengthen her/his knowledge and understanding of multilateralism and learn how an intergovernmental Organization works by reading and contributing to relevant UNESCO strategic documents, reports and external publications and by contributing to the development of advocacy materials targeting donors and partners.

**BACKGROUND INFORMATION**

The specific responsibilities of the Section for Strategic Partnerships and Donor Relations include coordinating and scaling up centralized partnerships and cooperation agreements with existing funding partners and advocating for strategic, multiannual programmatic partnerships, as well as supporting the resource mobilization efforts of Programme Sectors, Field Offices and Category 1 Institutes through capacity building, knowledge exchange and backstopping of decentralized resource mobilization efforts; and preparing strategy and policy documents relating to resource mobilization and partnership, as well as providing support for structured financing dialogues and refining tools, systems and processes relating to partnership and resource mobilization.

The Section is also closely engaged in the wider of efforts of BSP to implement a time bound plan to create a better enabling environment for partnership to make it easier and more attractive for potential partners and stakeholders to engage with UNESCO and to make it easier for UNESCO staff to leverage partners, stakeholders and networks.

*For more information, please consult:* [*https://en.unesco.org/partnerships*](https://en.unesco.org/partnerships)