



UNITED NATIONS CHILDREN'S FUND

Junior Professional Officer Programme (JPO) Chiffre Nr. 2025-2-47

I. Job Description

Title: JPO Partnerships Officer

Organizational Unit: Office of the Executive Director

Agency: United Nations Children's Fund UNICEF

Post Location: New York, USA

Duration of assignment: 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds and satisfactory performance.

Please note that for participants of the JPO-Programme two years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

II. Post Information

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 2nd year.

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

Career prospects for potential retention:

- Engagement with other cones/pillars in the Office of the Executive Director.
- Engagement and collaboration with Regional Offices and country offices, and partners.
- Participation in relevant UNICEF e-learning trainings.
- Official travel to select high level meetings or conferences.

Supervisor's experience in coaching and development of young professionals:

- Supervisor's experience in coaching and development of young professionals;
- Supervisor's technical leadership and extensive knowledge of UNICEF programmes.

III. Strategic Office Context and purpose for the job

Within the overall framework of UNICEF's Strategic Plan 2026-2029, the Deputy Executive Director for Partnerships brings together the Divisions of Global Communication and Advocacy; Private Fundraising and Partnerships; Public Partnerships; and Generation Unlimited. Collectively these Divisions work towards a strong resource mobilization and partnership strategy, enabling UNICEF to influence for policy changes, resources and actions needed to drive results for children.

The Office of the Deputy Executive Director for Partnerships (DED) has a small team dedicated to support the DED in all issues related to management, planning, administration, and communication.

Purpose for the job:

The Office of the DED Partnership is requesting a JPO for the years 2026-2027, to support the office's coordination of advocacy, resource mobilization and partnerships efforts, connecting the dots across the organization. The work of the JPO is expected to help the DED and her wider team of Directors to strategically represent and position UNICEF with quality products, communication and identification of key strategic moments.

Under the overall guidance of the Deputy Executive Director Partnerships, the JPO will help support the DED in the execution of her oversight functions of the Partnerships Cone, with a focus on support to prioritized efforts in communications and advocacy and public partnerships.

The JPO will be accountable for:

1. Supporting the gathering of information, data and evidence on key priorities outlined for Partnerships, and contributing to the development of high-quality advocacy materials (including presentations, speeches, papers) for partners, donors and policy makers.
2. Supporting the planning, promotion and implementation of high-level strategic engagement and events for DED and/or senior leadership corresponding to the key priority areas for UNICEF's advocacy, resource mobilization and partnerships.
3. Ensure effective knowledge management and proper information flow and coordination between internal and external stakeholders for the Partnership cone.

IV. Key function, accountabilities and related duties/tasks**1. Information and documentation for advocacy and representation**

- Collect strategic information, data and evidence on key priorities for Partnerships and develop key messaging briefs to be updated regularly;
- Develop materials needed for high-level advocacy and representation, including advocacy briefs, speeches, presentations, and (media) articles;

- Ensure all materials are constantly updated and fact-checked, and monitor the use/dissemination of external advocacy materials.

2. Strategic planning for executive engagement

- Develop and update an engagement calendar for the DED (and senior leadership) of high-level strategic events for engagement and influencing;
- Support the development of briefing notes and talking points for the engagement opportunities;
- Work with DGCA to support internal and external communication around these strategic engagement moment;
- Develop feedback loop materials from the high-level engagement opportunities, with key outcomes and follow up actions.

3. Knowledge management

- Ensure effective knowledge management and proper information flow and coordination between internal and external stakeholders for the Partnership cone;
- Support with development of background notes and read outs of strategic meetings and events;
- Support with the organisation of webinar series and regular internal communication through ICON to maintain visibility of the work of the Partnerships Cone across the organisation.

V. Impact of Results

- The Junior Professional Officer (JPO) plays a key role in supporting the Deputy Executive Director (DED) and her team through creation of high-quality products, effective communication, and the identification of key strategic moments.
- This role not only allows the JPO to make a significant impact on a global issue but also provides a unique opportunity to grow professionally and personally, with an opportunity to contribute to initiatives that make a real difference in the lives of children worldwide.

VI. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Funcional Competencies

- Persuading and influencing (1)
- Applying technical expertise (1)
- Learning and researching (2)
- Planning and organizing (2)

Core competencies skills

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

VII. Recruitment Qualifications

Education: **Master's degree** in one of the following fields is required: social sciences, journalism and communications, public administration, business administration, international relations, political sciences, etc.

Experience:

A minimum of two years of professional experience in partnership building and networking. 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 or local language of the duty station is considered as an asset.

VIII. Information and living condition of Duty station:

General Information:

New York City is an iconic US city. It is the Headquarters for UNICEF, UNDP, UNFPA and the United Nations Secretariat. It is the largest city in the US, its financial capital and boasts world-class cultural attractions.

Security:

The security threat level in New York is classified as Minimal (Level 1), the lowest level, by the UN Department of Safety and Security. Currently, there are no significant security threats in general nor direct threats to UN personnel or assets within the country. Petty crime is only identified risk.

Housing:

Like in many various metropolitan cities, diverse types of long-term accommodation are available in New York: apartments in high-rise buildings, stand-alone houses, houses in gated communities in the suburbs. Housing could be furnished and/or fully serviced, or unfurnished. Living in New York is always a compromise. The choice depends on the individual's selection criteria: whether to look for a less expensive area, for a safe and secure area, an area with good schooling; willingness to commute and if so, how long of a commute. Wishing to own a car or not, etc. Living in Manhattan implies that the individual will not buy a car, and so most purchases will be from local department stores and supermarkets/grocery stores. New York City's public transportation system is excellent and reliable. Rental places for one year or less can be looked at in the lobby of the UN Secretariat as well as on the bulletin board on the UN's intranet called the iSeek. A combination of web searching and visiting buildings/apartments with a broker seems to be a recommended approach. As for

safety and security of the different areas of New York, it is best to rely on the word of mouth from colleagues and friends

Schools & Childcare:

International staff's children attend international or public schools with an academic system that is widely recognized abroad. International schools often include kindergarten and pre-school classes (sometimes even a nursery) for younger kids. It is advisable to ask your colleagues which schools your compatriots prefer for their kids.

Work for spouses & partners:

Working in the U.S. requires employment authorization.

There are work opportunities for spouses/partners. Spouses holding G-4 visa can work for the United Nations and Missions to the United Nations without a work permit and will not pay US taxes. Spouses with a G4-visa working for a company in the United States or who are self-employed need a work permit and will pay taxes.

Note: All work permit issues with US Mission to UN are processed through the office of UN HR Services/LDSD. The staff member or spouse does not deal with the State Department or the UN directly. A spouse can join NYLES, a New York Local Expatriate Spouse Association under the UN Dual Career and Staff Mobility Programme.

The NYLES supports spouses and partners of international UN staff members as they settle in and find career opportunities during their time in New York.

Members of NYLES can:

- Make new friends and become involved with the UN community.
- Get career support through workshops, seminars, and networking opportunities.
- Practice language skills.
- Discover NYC and gain useful tips for settling in a new city.

To get connected with NYLES, send an e-mail to: membership@nylesa.org

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2025-2-47 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de