



TERMS OF REFERENCE FOR JUNIOR PROFESSIONAL OFFICERS – (JPOs)

A. General Information

Title:	Programme Analyst, Resource Mobilization
Main sector of assignment:	Resource Mobilization Branch, Division of Communications and Strategic Partnerships
Country and Duty Station:	United States/New York
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).

The UNFPA Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for young professionals who wish to obtain practical experience in development assistance. It gives them an opportunity to acquire professional knowledge in population projects in a developing country.

How you can make a difference

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

B. Supervision

Content and methodology of supervision:

As part of the UNFPA JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, under overall responsibility of the Chief of UNFPA's Resource Mobilization Branch, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO
- Establishment of a work plan, with clear key results
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment
- Easy access to the supervisor
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties
- Annual performance appraisal and development with the supervisor (PAD).

In addition, the following specific supervision arrangements will apply:

C. Duties and Responsibilities

Within the context of UNFPA's efforts to mobilize resources in support of the International Conference on Population and Development Programme of Action, UNFPA's three transformative results, and in particular given the changes in the Global Health architecture due to the COVID-19 pandemic, the JPO will work to broaden and diversify UNFPA's coalition of government donors, reporting to a Resource Mobilization Advisor under the overall supervision of the Chief of UNFPA's Resource Mobilization Branch.

The JPO will specifically focus on mobilizing support for both core (unrestricted) and non-core (restricted) resources from traditional and non-traditional donors.

The JPO will undertake research and analysis to best understand funding trends, donor policies, sectoral and geographic preferences, with a view to identifying funding opportunities and barriers. The JPO will develop specific donor strategies, targeted funding proposals and communication pieces needed to secure donor engagement. The JPO will support review donor agreements in line with UNFPA's cofinancing guidelines. In addition, the incumbent should provide data visualization for advocacy opportunities and develop tools to provide visibility for donors.

In addition, this JPO will provide, as needed, general support to the Branch, providing research and analysis of the government donor environment to support the donor relations team in implementing the resource mobilization strategy, and the operationalization of UNFPA Funding Architecture with the broader framework of the UN Funding Compact.

- Conduct strategic scanning, research and analysis to understand trends, priorities and barriers with the aim to identify opportunities for future investments

- Support scaling up resource mobilization, donor partnerships and developing overall donor strategies and overall support to UNFPA's Strategic Plan outcomes.
- Negotiate, draft and revise co-financing agreements with donors using co-financing guidelines
- Support RMB's efforts to communicate development results to public partners, including creating marketing and visibility materials, such as resource mobilization fact-sheets and compendium of contributions, in collaboration and coordination with the relevant UNFPA Divisions, and based on content provided by UNFPA's Regional and Country Offices.
- Provide inputs and updates for the Resource Mobilization Community, UNFPA's internal resource mobilization guidance tool.
- Support implementation of client relationship management software (CRM).
- Support bilateral meetings with donors, inter-divisional working groups and other fora, and contribute to preparations of such meetings as needed (presentation materials, draft briefing notes, take minutes, provide other support as needed).
- Provide general project-based and administrative support to Resource Mobilization Branch, as needed, under the direction of the RMB Chief.

D. Qualifications and Experience

Education:

- **Master's Degree** in marketing, communications, journalism, international relations, economics, business administration/management, social sciences, humanities or related fields.

Knowledge and Experience:

- At least 2 years of experience in fundraising, external relations, marketing, communications in an international NGO or in a communication/marketing organization. Prior experience in developing countries is an asset.
- Fluency in English. Knowledge of other working languages of the UN and knowledge of other main donor languages (e.g. German) is an asset.
- Data analysis and visualization proficiency
- Ability write clearly and concisely
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds

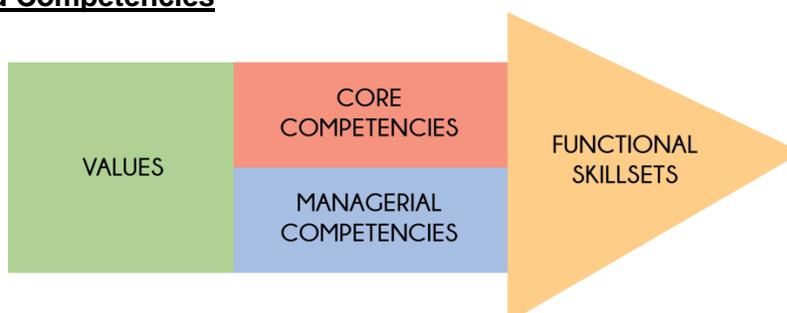
E. Learning Elements

Upon completion of the two-year assignment, the JPO will be able to:

- Develop and manage comprehensive engagement with donors.
- Initiate policy dialogues;
- Develop targeted advocacy tools policy briefs, strategies and position papers for forging partnerships;
- Identify and carve opportunities to mobilize resources for funding needs;
- Communicate impact of the organization's work to donor-countries constituents.
- Monitor and analyze progress against key performance indicators.
- Work with and manage client relationship management software (CRM).
- Develop business case for investment in projects based on cost-effectiveness.

- Develop market entry and resource mobilization strategies at global, regional and country levels.

E. Required Competencies



Values:

- Exemplifying integrity, demonstrating commitment to UNFPA and the UN System, embracing cultural diversity, embracing change.

Core Competencies:

- Achieving results, being accountable, developing and applying professional expertise/business acumen, thinking analytically and strategically, working in teams/managing ourselves and our relationships, communicating for impact

G. Background Information

Information on the receiving office:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young's person potential is fulfilled. UNFPA's new strategic plan 2018-2021, focuses on three transformative results: to end preventable maternal death; to end unmet need for family planning; end gender-based violence and harmful practices. Achieving UNFPA's transformative goals requires diversification of the Agency's funding beyond its traditional donors.

UNFPA's Resource Mobilization Branch (RMB), within the Division of Communications and Strategic Partnerships (DCS) is leading corporate efforts to fundraise and maintain strong donor relationships, as well as to develop and operationalize UNFPA's funding architecture. RMB leads UNFPA Public Sector Partnerships.

Within the context of UNFPA's efforts to mobilize resources in support of the International Conference on Population and Development Programme of Action and UNFPA's three transformative results, the JPO will work to strengthen, broaden and diversify UNFPA's coalition of donors, implement the resource mobilization strategy, and the operationalization of UNFPA Funding Architecture within the broader framework of the UN Funding Compact.

Family / Non-family Duty Station– means that you are not allowed to bring any family members: New York is a Family Duty Station

Transforming our World: The 2030 Agenda for Sustainable Development

On 25 September, the United Nations General Assembly unanimously adopted the Resolution 70/1, [Transforming our World: the 2030 Agenda for Sustainable Development](#). This historic document lays out the 17 [Sustainable Development Goals](#), which aim to mobilize global efforts to end poverty, foster peace, safeguard the rights and dignity of all people, and protect the planet.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)**

Alle Informationen finden Sie unter www.bfio.de