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Junior Professional Officer		
<i>Programme Analyst, Resource Mobilization and Partnerships</i>		
<i>United Nations Population Fund</i>		<i>Closing date: 5th March 2019</i>
I General information		
Title:	<i>Programme Analyst</i>	
Sector of Assignment:	<i>Resource Mobilization and Partnerships</i>	
Country:	<i>Senegal</i>	
Location (City):	<i>Dakar</i>	
Agency:	<i>UNFPA</i>	
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum total of 3 years	
Grade:	P2 step 1 in the first year	
<p>Note : this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to PEOPLE WITH THE DUTCH NATIONALITY.</p> <p>For criteria see the website of Nedworc Foundation: http://www.nedworcfoundation.nl/NL/JPO/General%20Information.htm</p> <p>Please read the criteria and FAQ section carefully before considering applying</p>		
II Duties and responsibilities		
<p>Under the overall supervision of the UNFPA Partnership and Resource Mobilization Regional Adviser the JPO will support i) the UNFPA Regional Office in implementing the regional resource mobilization strategy and ii) the Country Offices in the design and preparation of Country Programme more specifically for the development and implementation of the resource mobilization plan and related activities.</p>		
Donor Relations		
<ul style="list-style-type: none"> • Developing and maintaining a contact list of all donors and partners at regional level • Drafting letters to donors • Following-up on Country Offices efforts to ensure timely submission of quality reports to donors • Coordinating the organization of donor events such as field visits and briefings • Knowing donors' rules and regulations for managing grants and attending trainings organized by donors on managing their grants 		
Partnerships		
<ul style="list-style-type: none"> • Contribute to developing strategic partnerships with UN agencies, key development partners, civil society organizations (including cultural and faith-based organization); 		

- Organize and undertake field trips for donors and knowledge sharing among UNFPA offices and report on the events and progress;
- Any other tasks given by the UNFPA Regional Office.

Expected results

- The regional resource mobilization plan is updated
- The number of CO that have elaborated their RM plan is increased according to the target set in the annual work programme
- Effective and timely liaison and interaction with colleagues and concerned parties internally and externally.

III Training component: Learning elements and expectations

At the end of the assignment The JPO will be able to:

- Appraise and prepare resource mobilization strategies, programmes and action plans addressing UNFPA priorities (Maternal Health, family planning, youth, gender and human rights, etc.)
- Write reports on the implementation of the resource mobilization strategy
- Develop communication materials for advocacy and resource mobilization purposes

The JPO training programme includes the following learning elements:

- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year, which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Regional Resource Mobilization and Partnership Adviser

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, 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

V Required Qualifications and Experience

Education :

- The applicants should have a Master degree or equivalent in political or social sciences, journalism, communications, international relations or other related field.

Working experience :

- Two to maximal 4 years of increasingly responsible experience in advocacy, partnership building, resource mobilization, and/or institutional relationship building in an international organization or in the private sector;
- Experience in project management and planning

- Experience in research and evaluation of policy development, as well as working experience in developing countries is an advantage. Basic knowledge of relevant institutional mandates, policies, guidelines and knowledge of the institutions of the UN system is an asset.
- A good understanding of the UN system in general, and especially UNFPA mandate, its policies and operations and current development topics and political issues in the West and Central Africa region;
- Computer skills: Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, graphics software, spreadsheets and database management systems, Internet, etc.
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.
- Prior experience in developing countries and/or humanitarian settings is an asset.

All paid work experience since obtaining Bachelor's degree will/can be considered.

Languages :

Fluency in both French and English;

Working knowledge of any other official UN language is an asset

Key competencies

- Good interpersonal and diplomatic skills Integrity, tact and discretion,
- Knowledge of resource mobilization and negotiation skills,
- Good oral and written communication skills,
- Good level of judgment and initiative,
- Excellent time management,
- Attention to details and service oriented,
- Willingness to creatively solve problems

VI Background information on Agency/Department/Section

UNFPA works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled. The development landscape in which the UN operates is changing fast. In particular, the SDGs, new types of development partnerships and, within the United Nations, the 'fit for purpose' agenda will demand changes in the way we operate. There is need to expand the partnership to mobilize more resources, including domestic resources, and to build resilience of the country and the communities we serve. To be effective in resource mobilization, UNFPA requires staff with heightened skills to convince donors and partners of the return on investment their assistance will yield. It also demands, sophisticated negotiation and communication skills to position and brand UNFPA successfully.

With the regionalization of UNFPA, the WCA Regional Office was set-up in 2013 and a function of partnership and resource mobilization was established at that time. Since then, the volume of non core resources mobilized in the region has increase by 5 allowing UNFPA in the region to increase its activities. At the same time, the region has developed strategic partnerships. It is has even become a 5th mode of engagement of the agency's business model.

The Partnership and Resource Mobilization unit is working closely with all the units and country offices to structure and support their efforts on partnership development and resource mobilization.

VII Information on living conditions at Duty Station

The JPO will be based in Dakar, the capital city of Senegal, which is a family duty station that presents relatively good living conditions with most of the economic and social amenities available at

affordable cost with quality accommodation available. Senegal has developing infrastructure with common challenges like power cuts and water rationing from time to time (more and more rarely). The city has a hot climate during the “hivernage” from August to November. The rest of the year is quite agreeable with a temperature ranging from 16°C to 28°C. Dakar is a regional hub for various UN agencies and NGOs in West and Central Africa and there are opportunities for employment of spouses and partners.

VIII How to apply

Applicants can apply through this link by Tuesday, 5th March 2019 at midnight Central European Time (CET).

https://jobs.partneragencies.net/erecruitjobs.html?JobOpeningId=21302&hrs_jo_pst_seq=1&hrs_site_id=2

Applicants will receive acknowledgement of receipt of their submission

Only shortlisted candidates will be contacted.