

Job no: 595467

Contract type: Fixed Term Appointment

Duty Station: Kinshasa

Location: Democratic Republic of Congo

Categories: Partnerships

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.

At UNICEF, we are committed, passionate, and proud of what we do for as long as we are needed. Promoting the rights of every child is not just a job – it is a calling.

UNICEF is a place where careers are built: we offer our staff diverse opportunities for professional and personal development that will help them reinforce a sense of purpose while serving children and communities across the world. We welcome everyone who wants to belong and grow in a diverse and passionate culture, coupled with an attractive compensation and benefits package.

Visit [our website](#) to learn more about what we do at UNICEF.

For every child, the right to Results

How can you make a difference?

The Partnership Manager position's purpose is to deepen collaboration with key stakeholders and provide an interface for environmental scanning, knowledge exchange, resource mobilization, and policy influence within the scope of assignment. You may also serve as focal point and resource for colleagues on specific thematic areas of strategic relevance for partnership development. The key result is to ensure greater visibility for UNICEF and influence in support of its mission.

You at the P4 level are authoritative expert in the field partnership development. These positions are not only responsible for the execution of assigned work-plans but are also responsible for regularly supporting senior management in policy direction and design. Subsequently, it is expected that you are able to – on a regular basis – develop original and innovative means to help advance the profession and also tackle highly complex matters that do not follow established patterns.

Furthermore, You are also usually responsible for planning, organizing and supervising a team of staff as well as for managing broad and complex projects.

Key functions, accountabilities and related duties/tasks:

- Support senior management in establishing the annual work plan, setting priorities/targets and performance measurements.
- Monitor work progress for unit managed and ensure results are achieved according to schedule and performance standards.
- Establish clear individual performance objectives, goals and timelines for team members; and provide timely guidance to enable the team to perform their duties responsibly and efficiently.
- Lead the work plan for assigned area, in order to ensure timely and cost-effective delivery of results, in accordance with UNICEF's partnership strategy

- Seeks and promotes new partnerships and resource mobilization, working with UNICEF colleagues to identify partnership and resource mobilization needs and broker resource mobilization agreements to meet those needs.
- Receives and screens inquiries from potential collaborators and facilitates communication with appropriate UNICEF staff. Scans and scouts external environment within designated partnership area for opportunities and risks and shares information in a timely fashion with relevant UNICEF staff.
- Provides strategic, logistical and programmatic support to senior management and other UNICEF staff in corporate engagement and interaction with assigned partners.
- Develops and maintains deep knowledge and familiarity with current and prospective partners and relevant stakeholders, contributing to a database of key contacts and to UNICEF's base of knowledge on partnership and resource mobilization.
- Expands UNICEF's network of key interlocutors to build stronger relationships between UNICEF and governments, other key-decision makers, regional development institutions, foundations, civil society organizations, international financial institutions and/or other relevant constituencies.
- Develops and implements annual partnership engagement and resource mobilization plans.
- Acts as a focal point for identification and pursuit of opportunities for outreach, engagement, policy influence and collaboration, including on how to anticipate and respond to partners' concerns and priorities, ensure that UNICEF's interests, perspectives, and knowledge are taken into account in relevant policy and institutional processes, and ensure that they are fully aware of UNICEF's perspectives, policies, priorities and capabilities. Contribute to the development and management of initiatives for high-level outreach, including for UNICEF's Senior Management.
- Contributes to the development of new partnership and resource mobilization practices and approaches by formulating recommendations for action based on on-going monitoring, analyzing current trends within designated partners and formulating recommendations for strategy approaches and message development.
- Contributes to strategies for engagement and the development of communications and advocacy products to enhance UNICEF's visibility and influence with existing and prospective partners and key stakeholders by providing analysis of the current environment and trends and formulating recommendations for strategy approaches and message development. Works closely with UNICEF's colleagues to ensure that policy advocacy and outreach is strongly grounded in the experience and insights of the programmes that UNICEF's supports. Contributes written inputs for communications instruments that best inform and influence decision makers.\
- Performs other related duties as assigned by the supervisor to ensure the success of the team, including guiding, training, and coaching short-term staff, including interns and consultants, as needed.

If you would like to know more about this position, please review the complete Job Description here:  [Partnerships Manager Level 4 DRC.pdf](#)

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

Minimum requirements:

- **Education:** An advanced university degree is required in one of the following fields: international relations, political science, communications, international development, or another relevant technical field.
- **Work Experience:** A minimum of eight years of professional experience in one or more of the following areas is required: public affairs, programme management, resource mobilization, external relations, or other relevant areas.
- **Skills:**
 - The ability to allocate appropriate time and resources for successful achievement of goals and foresee risks and allow for contingencies when planning.
 - Ability to implement clear goals that are consistent with agreed strategies, identify priority activities and assignments, adjust priorities as required.
 - Diplomatic communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders.
 - Authoritative knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.
 - Authoritative knowledge of practices in partnership development and resource mobilization.
 - Demonstrated ability to formulate new approaches in respect of resources management and outreach- related activities.
 - Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes.
 - Excellent communications skills, verbal and written.
 - In-depth familiarity with political and governmental processes
 - Ability to conduct sound policy analysis.
- **Language Requirements:** Fluency in French and English is required

Desirables:

- Language: Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language
- Experience in engaging with civil society organizations, and with international financial institutions, experience in policy analysis,
- Relevant experience at country level, particularly in development, fragile settings and humanitarian contexts.

For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)

UNICEF competencies required for this post are...

- (1) Builds and maintains partnerships
- (2) Demonstrates self-awareness and ethical awareness
- (3) Drive to achieve results for impact
- (4) Innovates and embraces change
- (5) Manages ambiguity and complexity
- (6) Thinks and acts strategically
- (7) Works collaboratively with others
- (8) Nurtures, leads and manages people

Familiarize yourself with [our competency framework](#) and its different levels.

UNICEF promotes and advocates for the protection of the rights of every child, everywhere, in everything it does and is mandated to support the realization of the rights of every child, including those most disadvantaged, and our global workforce must reflect the diversity of those children. The UNICEF family is committed to include everyone, irrespective of their race/ethnicity, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, minority, or any other status.

UNICEF encourages applications from all qualified candidates, regardless of gender, nationality, religious or ethnic backgrounds, and from people with disabilities, including neurodivergence. We offer a wide range of benefits to our staff, including paid parental leave, breastfeeding breaks and reasonable accommodation for persons with disabilities. UNICEF provides reasonable accommodation throughout the recruitment process. If you require any accommodation, please submit your request through the accessibility email button on the UNICEF Careers webpage [Accessibility | UNICEF](#). Should you be shortlisted, please get in touch with the recruiter directly to share further details, enabling us to make the necessary arrangements in advance.

UNICEF does not hire candidates who are married to children (persons under 18). UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination based on gender, nationality, age, race, sexual orientation, religious or ethnic background or disabilities. UNICEF is committed to promote the protection and safeguarding of all children. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check, and selected candidates with disabilities may be requested to submit supporting documentation in relation to their disability confidentially.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station is required for IP positions and will be facilitated by UNICEF. Appointments may also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Should you be selected for a position with UNICEF, you either must be inoculated as required or receive a medical exemption from the relevant department of the UN. Otherwise, the selection will be canceled.