



UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB PROFILE

I. Post Information

Job Title: Senior Partnership Associate
Case Number: CMC27055
Supervisor Title/ Level: 138579
Partnership Specialist /P3.
Organizational Unit: Programme, Multi-Country Office for the Caribbean.
Post Location: Bridgetown, Barbados

Job Level: G-7
Job Profile No.: 138585
CCOG Code : 2203d
Functional Code : PAR
Job Classification Level: G-7

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context:

As part of UNICEF's Future Focus Initiative (FFI), a corporate-wide transformation launched in 2025 to ensure UNICEF remains fit for purpose in an era of declining Official Development Assistance and increasing complexity, the offices in Belize, Jamaica, Guyana & Suriname, and the Eastern Caribbean Area (ECA) are consolidating into a new Caribbean Multi-Country Office, a regional platform combining policy influence, technical depth, and strategic partnerships across 12 countries, designed for systems-level impact and results at scale.

The Caribbean MCO operates as one integrated office across all 12 countries: one Multi-Country Programme Document, one shared basket of resources, and one management structure. This means every post in the MCO, regardless of duty station, holds a 12-country

mandate and contributes to shared regional results rather than to a single-country portfolio. The Multi-Country Programme of Cooperation (2027–2031), aligned with the UN Multi-Country Sustainable Development Framework (UNMSDCF) 2027–2031, establishes three shared programmatic outcomes for the twelve English- and Dutch-speaking Caribbean countries: equitable access to primary health care, learning and skills; protection of children from all forms of violence; and child poverty reduction and resilience strengthening.

The Caribbean MCO's management strategy is governed by four principles that together translate the new business model into concrete ways of working:

- **Impact-driven:** technical expertise is organized in shared multi-country working groups rather than replicated in each country, with enabling functions aligned around UNICEF's strongest comparative advantages.
- **Effective and agile:** parallel country ecosystems are replaced by harmonized systems and flexible cross-country staffing, keeping management lean and decisions close to implementation.
- **Grounded:** regional scale is balanced with national depth through country-specific workplans, Heads of Office in each duty station, and matrix management that anchors authority and accountability at country level.
- **People-centred:** structural and managerial choices are guided by staff wellbeing, transparency and inclusion, with clear role definitions, meaningful consultation, and continuous investment in learning and development.

The operational expression of this model is the **working group model**. Rather than replicating similar roles across four separate offices of different countries, technical and operational expertise is organized into 16 thematic and functional working groups, each distributed across different duty stations and each serving the full 12-country MCO, not just its host location. Roles are designed around three organizing principles: **shared regional service**, meaning every specialist contributes to the wider MCO; **complementary expertise**, meaning team capabilities reinforce each other rather than repeating the same profile in multiple places; and **agile presence**, meaning the workforce can be rapidly deployed across countries through travel, surge support or remote modalities in line with evolving needs and priorities. This working group model is the foundation of a fundamentally new way of working for UNICEF in the Caribbean: depth replaces duplication, and shared capacity replaces fragmented country-by-country coverage.

Under the Area Representative with a dotted line with the Programme Coordination, three strategic shift working groups – Communication & Advocacy, Partnerships, and Knowledge Management, Data Analytics & Evaluation – provide the enabling capacities required to deliver a more influential, partnership driven and evidence rich multi country programme. Together, they position the MCO to shape public debates, build and leverage high value partnerships, and systematically use data, evidence and learning to drive results for children across the 12 countries.

The Partnerships group drives the MCO's partnership and resource-leveraging agenda, supporting the strategic shift towards positioning UNICEF as a partnership powerhouse in the Caribbean, with a primary strategic focus in public sector engagement and International Financial Institutions, including IDB, CAF, the Caribbean Development Bank, and the European Investment Bank. It develops and manages relationships with governments, multilateral banks, regional organizations, private-sector actors, including the philanthropic ecosystem, aligning financing, influence and capabilities around the

three child-rights priorities and helping to unlock new, diversified resources for the multi-country programme.

Purpose of the Job:

Under the supervision of the Partnerships Specialist (Team Lead), the Senior Partnerships Associate provides administrative and operational support to the Partnerships Working Group in advancing UNICEF Caribbean's partnership and resource mobilization agenda across the 12-country Multi-Country Office (MCO).

The position contributes to the implementation of the MCO's strategic shift toward broader and more diverse partnerships for children, supporting engagement with governments, regional intergovernmental organizations (including CARICOM, OECS, CDEMA and CCCCC), international financial institutions (such as IDB, CAF, World Bank and Caribbean Development Bank), United Nations entities, private sector partners, National Committees and other development stakeholders.

The Senior Partnerships Associate, based in Barbados supports the coordination and monitoring of partnership initiatives, resource mobilization efforts, donor relations, knowledge management and partner stewardship activities. It will serve as a key coordination focal point for partnership processes and contributes to the effective positioning of UNICEF as a trusted partner for child rights, social policy, climate resilience, education, child protection and other priorities identified in the Multi-Country Programme Document (MCPD) 2027-2031.

Working closely with programme, communication, knowledge management and operations colleagues across the MCO, the Senior Partnerships Associate helps ensure timely partner engagement, quality partnership documentation, effective donor reporting and visibility, and systematic tracking of partnership opportunities and commitments. Through these functions, the position supports resource mobilization efforts, strengthens partner relations, and contributes to UNICEF's visibility and positioning across the Caribbean region.

III. Key functions, accountabilities and related duties/tasks

The Senior partnership Associate will perform the following functions:

1. Support the implementation of the Partnerships Working Group annual workplan and partnership initiatives, ensuring timely and effective delivery of activities, monitoring milestones, and supporting achievement of partnership and resource mobilization objectives across the MCO.
2. Support administrative, operational and protocol-related matters associated with UNICEF's engagement with governments, regional institutions, UN entities, International Financial Institutions (IFIs), development partners, private sector entities and National Committees, including high-level meetings, missions, events, and travel arrangements.
3. Maintain and strengthen systems for recording, organizing and tracking partnership interactions, agreements, missions, contact databases, meeting records, action points and

key stakeholder engagements, ensuring accurate and accessible institutional knowledge across the MCO.

4. Support the collection, monitoring and compilation of information on partner priorities, donor trends, public financing developments, geopolitical and social developments, and regional cooperation agendas that may influence UNICEF's partnerships and programme objectives.

5. Support the development and maintenance of effective working relationships with governments, regional organizations, UN agencies, IFIs, civil society organizations, National Committees and other strategic partners through effective coordination, protocol support, follow-up actions and timely information sharing.

6. Support UNICEF's participation in meetings, consultations and forums involving CARICOM, OECS, CDEMA, CCCCC, UN agencies, IFIs and other regional or multilateral partners, including preparation of briefing materials, capturing key discussions, drafting meeting notes and facilitating follow-up actions.

7. Assist the Partnerships Specialist and other colleagues in compiling information and preparing briefing packages, concept notes, presentations, donor intelligence, partnership profiles and resource mobilization materials to support fundraising and partnership development efforts.

8. Support the collection, analysis and dissemination of information relevant to partnerships, donor engagement and external relations, ensuring that emerging opportunities, risks and stakeholder perspectives are communicated to management and relevant programme teams.

9. Facilitate the collection and consolidation of technical, programme and operational inputs required for partnership meetings, donor engagements, inter-agency discussions, regional consultations and external reporting requirements.

10. Track key regional, political, economic, development financing and inter-governmental developments affecting children and UNICEF's strategic priorities, providing timely updates and background information to support decision-making and external engagement.

11. Support research and compilation of information on prospective partners, donors and financing opportunities, including background reviews, due diligence support and preparation of information for supervisor review and decision-making.

12. Assist in the preparation of partnership reports, donor updates, management dashboards, budget monitoring reports and performance tracking tools, ensuring compliance with UNICEF policies and supporting accountability, learning and results reporting.

IV. Impact of Results

The Senior Partnerships Associate supports the effective implementation of UNICEF Caribbean's partnership and resource mobilization agenda through high-quality coordination, information management, partnership intelligence, and support to external engagement. The incumbent's work strengthens UNICEF's relationships with governments, regional organizations, United Nations entities, international financial institutions, private sector partners, National Committees, and other stakeholders across the Caribbean Multi-Country Office.

Through timely research, accurate tracking of partnership activities, quality assurance of partnership documentation, and effective support to resource mobilization and partner stewardship processes, the incumbent contributes to informed decision-making, increased partnership opportunities, stronger accountability, and enhanced visibility and influence for UNICEF. The quality, timeliness, and accuracy of the incumbent's work directly support UNICEF's ability to mobilize resources, leverage strategic partnerships, and advance results for children across the Caribbean region

V. Capabilities Required

1. Project Management (3)

- Create project plans, objectives and deliverables.
- Track and organize resources like time, budget, and team efforts.
- Identify and report potential risks for further guidance.

2. Collaboration (3)

- Navigate organizational dynamics and adapt behavior to respond to different situations.
- Choose appropriate words, tone and tailors' messages respectfully and persuasively to suit different audiences.
- Write clear, concise and well-structured reports and documents using appropriate language.
- Pay close attention to what others are saying, asking questions for clarification.
- Present ideas and information clearly in front of groups.

3. Problem Solving (3)

- Analyze data, identify trends, patterns and anomalies.
- Evaluate information, analyze problems, identify underlying causes and risks.
- Summarize and communicate findings, focusing on actionable insights to support decision-making.
- Make decisions in time-sensitive situations, even with incomplete information.
- Assess the potential impact of solutions (costs, benefits and risks).

4. Digital Dexterity (3)

- Utilize AI-powered tools and platforms to automate data analysis.

- Apply prompts to improve the quality of reports and data, ensuring alignment with internal regulations and policies.
- Use specialist technology business systems and software.
- Analyze and summarize data from various business systems to generate reports and insights.

VI. UNICEF values and competency Required (based on the updated Framework)

Core Values

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

Core Competencies for Staff without Supervisory Responsibilities

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with Others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to Achieve Impactful Results (1)
- Manages Ambiguity and Complexity (1)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

VII. Skills

Required Knowledge and Skills

- Good knowledge of partnership coordination, external relations and administrative support functions.
- **Excellent written and verbal communication skills, with the ability to tailor messages to diverse audiences, build strong relationships with a wide range of stakeholders across dispersed Duty Stations, and adapt quickly to new teams and changing contexts.**
- Strong research, information management and organizational skills.
- Ability to manage multiple priorities and maintain accurate records and tracking systems.
- Ability to work effectively with people from diverse national and cultural backgrounds.
- High attention to detail and accuracy.
- Proficiency in Microsoft Office applications, particularly Word, Excel, PowerPoint and SharePoint.
- **Desirable Knowledge and Skills**
- Knowledge of UNICEF partnership and contribution management processes.
- Familiarity with the United Nations system and development cooperation environment.
- Knowledge of regional organizations and development partners relevant to the Caribbean.
- Experience using UNICEF corporate systems and platforms.

VIII. Recruitment Qualifications

Education:	Completion of secondary education is required, preferably supplemented by technical or university-level courses in international development, business administration, public administration, project management, communications, social sciences, or related fields.
Experience:	A minimum of seven (7) years of progressively responsible administrative, programme support, partnership management, external relations or coordination-related experience is required. Experience working with government institutions, international organizations, development agencies, NGO, UN agency, development partners or regional organizations, is highly desirable. Experience supporting partnership development, resource mobilization, donor relations, stakeholder engagement, or coordination functions is desirable.

	Experience in a similar role across geographically dispersed duty stations is an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or local language of the duty station is considered an asset.

IX. Child Safeguarding	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point, or investigator (OIAI)?	NO
Is this post a direct contact role in which incumbents will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?	NO
Is this post a child data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national id, location data, or photos)?	NO
The selected candidate for this position will be required to engage with vulnerable children.	NO

Created by	Endorsed by	Date
------------	-------------	------