



UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Partnerships Specialist**
Supervisor Title/Level: **Partnership Specialist (Team Lead) P-3 (138579)**
Region: **LACR**
Country: **Jamaica**
Duty Station: **Kingston**
Office: **Multi-Country Office for the Caribbean (MCO)**
Section: **Partnerships**

Job Level: **NO-3**
Job Profile No.: 138490
CCOG Code: **1A10**
Functional Code: **PAR**
Job Classification Level: **Level 3**

II. Job 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.

UNICEF aims to be the leading advocate for children, enabled by a cohort of networked, strategic, innovative, and effective advocates who deliver change for children in every part of the world.

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 country offices, 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 overall leadership of the Area Representative with a dotted-line reporting relationship to 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 debate, build and leverage high value partnerships, and systematically use data, evidence and learning to drive results for children across the 12 countries

The Partnerships working 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 on public sector engagement and International Financial Institutions, including the IDB, CAF, the Caribbean Development Bank, and the European Investment Bank. It develops and manages relationships with governments, multilateral banks, regional organizations, private-sector and actors within 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.

The team is led by a Partnerships Specialist (Team Lead), P3, in Barbados, reflecting Barbados' role as a regional diplomatic, financial and corporate hub. The team includes a Partnership Specialist, NOC, in Jamaica, a Partnerships Officer, NOB, in Guyana, a Partnerships Officer, NOB in Belize, a Senior Partnerships Associate, G7, in Jamaica, and two NOC Communications & Partnerships Specialists with dual reporting lines in Trinidad and Tobago and Suriname. This mix combines upstream partnership brokering from Barbados with embedded capacity in key programme countries, allowing the MCO to cultivate national and regional alliances, engage public and private partners close to their operations, and maintain coherent standards, pipelines and stewardship across the 12-country portfolio.

Purpose for the job:

Under the guidance and supervision of the Partnerships Specialist (Team Lead), P3, the Partnerships Specialist, NOC supports the UNICEF Caribbean Multi-Country Office's fundraising and programmatic goals by developing and managing partnerships with a range of stakeholders at country and sub-regional level. The role contributes to building a strong pipeline of businesses, leaders and organizations that can support programmes for children.

The Partnerships Specialist helps develop and implement financial and non-financial partnership strategies to mobilize resources and expertise, and maintains relationships with existing and potential partners, including businesses, foundations, philanthropists, public-private partnerships, and member and faith-based organizations. Working closely with programme colleagues, the Partnerships Specialist identifies partnership opportunities, prepares proposals for funding and collaboration, and contributes to partner reporting and recognition.

The position provides analytical and operational support across UNICEF's partnerships and resource mobilization work in the Caribbean Multi-Country Office, and may serve as a focal point for colleagues on specific thematic areas or partner group.

III. Key functions, accountabilities and related duties/tasks:

1. Implement the work plan for assigned area, in order to ensure timely and cost-effective delivery of results, in accordance with UNICEF's partnership strategy.

2. Identify, develop and promote new partnerships and resource mobilization opportunities, working with UNICEF colleagues to identify partnership and resource mobilization needs and broker resource mobilization agreements to meet those needs.
3. Receive and screens inquiries from potential collaborators and facilitate communication with appropriate UNICEF staff. Scans and scouts external environment within the designated partnership area for opportunities and risks and shares analysis and recommendations in a timely fashion with relevant UNICEF staff.
4. Provides strategic, logistical and programmatic support to senior management and other UNICEF staff in corporate engagement and interaction with assigned partners.
5. Develops and maintains in-depth knowledge and familiarity with current and prospective partners and relevant stakeholders, contributing to the maintenance of partner information, engagement histories and pipelines in relevant UNICEF corporate systems and to UNICEF's base of knowledge on partnership and resource mobilization.
6. Develops and implements annual partnership engagement and resource mobilization plans for a wide range of stakeholders.
7. Acts as a focal point for identification and pursuit of opportunities for outreach, engagement, policy influence and collaboration, including advising on approaches 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 partners are fully aware of UNICEF's perspectives, policies, priorities and capabilities. Contribute to the development and management of initiatives for high-level outreach, including engagement by UNICEF's Senior Management.
8. Contributes to the development of new partnership and resource mobilization practices and approaches and to building and managing partnerships pipelines by formulating recommendations for action based on on-going monitoring, analyzing current trends within designated partners and formulating recommendations for strategic approaches partner engagement and message development.
9. Contributes to partner engagement strategies and the development of communications 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 strategic approaches and message development. Works closely with UNICEF's colleagues to ensure that policy advocacy and outreach are strongly grounded in the experience and insights of the programmes that UNICEF's supports. Contributes written inputs for communications and advocacy products that best inform and influence decision makers.
10. Analyses relevant data and evidence of income and impact to support the development of new directional strategies and to review plans, using UNICEF systems and processes including Insight, UNISON and the Cubes.
11. 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.

IV. Impact of Results

The Partnerships Specialist is an experienced professional in external relations, partnership development and resource mobilization. The quality of the work and external communications produced by the Specialist directly affects UNICEF's reputation with partners. Working within established policies and procedures, and under the guidance of the Partnerships Specialist (Team Lead), the Specialist contributes recommendations on engagement approaches and communication products, and prepares fundraising materials, briefing notes and proposals. The Specialist is accountable for the quality of their contributions and for projecting a competent and trusted image of UNICEF to partners. The Specialist also supports capacity-building efforts to strengthen the quality of public and private sector partnerships and resource mobilization across the Caribbean Multi-Country Office, including by contributing to training sessions and webinars for colleagues.

The ultimate impact which this position contributes is:

Children and adolescents thriving in the 12 English- and Dutch-speaking Caribbean countries with: healthy bodies and minds (being developmentally on track, well-nourished, with good mental health and well-being); essential learning, knowledge and skills; protection from all forms of violence; equitable access to opportunities and social protection; and enhanced capacity to manage shocks, including those associated with a changing climate.

By 2031: 12 governments supported strengthen evidence-based policies and systems for children's health, learning, protection and resilience; UNICEF positioned as the leading child-rights advocate in the Caribbean, recognized for its regional convening power and technical depth.

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

i) 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)

VI. Skills

- **Ability to influence and maintain partnerships, in close coordination with diverse stakeholders across countries is required.**
- **Strong coordination and communication skills, verbal and written, with the ability to work effectively across multiple reporting relationships and geographic contexts is required.**
- **Ability to conduct sound data and policy analysis and engage with governments, public institutions and International Financial Institutions (IFIs) is an advantage.**
- Diplomatic communication and very strong negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders from the public and private sectors, International Financial Institutions, regional organizations, foundations and philanthropic actors.
- In-depth knowledge of development and humanitarian issues, strategies, as well as programming policies and procedures in international development cooperation.
- Proven experience and practical knowledge of partnership development and resource mobilization with the private sector.
- Demonstrated ability to conceptualize and implement new private sector engagement approaches, and fundraising and outreach related activities.
- Sound business judgement and capacity to identify and prioritize partnership opportunities, to comply with requirements in the field and to effectively navigate changes.

VII. Recruitment Qualifications

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.
Experience:	A minimum of five years of professional experience in one or more of the following areas is required: philanthropy, private sector partnerships, (ESG) and fundraising public sector engagement or partnerships, resource mobilization, external relations, or other relevant area is required. Experience engaging with governments, public institutions and/or International Financial Institutions (IFIs) is highly desirable. Experience developing or supporting investment cases, partnership proposals, or child-sensitive financing frameworks (e.g., climate finance, innovative financing for children, or blended finance mechanisms) and direct experience working with IFIs is desirable. Experience coordinating with teams across multiple countries to align funding opportunities with programme priorities is an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.