

GENERIC JOB PROFILE

I. Post Information	
Job Title: Partnerships Officer Organizational Unit: UNICEF Office Post Location: Georgetown, Guyana and Belize City, Belize Office: Caribbean multi-Country Office	Job Level: Level 2 Job Profile No.: 138553 and 138573 CCOG Code: 1A10 Functional Code: PAR Job Classification Level: Level 2

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. <u>Job organisational context and purpose for the job:</u> 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 the Deputy Representative, programmatic 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 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 in 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, including 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 Partnerships Officer, NOB, in Guyana, a Partnerships Officer, NOB in Belize, Partnership Specialist, NOC, in Jamaica, 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 of the Job

Under the general guidance and supervision of the Partnerships Specialist (Team Lead), the Partnerships Officer purpose is to support the Team Lead and partnerships working group in deepening collaboration with key stakeholders and helping to provide an interface for environmental scanning, knowledge exchange, resource mobilization, and policy influence within the scope of assignment. The key result is to ensure greater visibility for the Caribbean Multi Country Office and influence in support of its mission.

This role contributes to the Partnerships Strategic Shift, bringing specialized skills in private sector outreach, partnership scoping, and stakeholder engagement. The positions are based in Guyana and Belize, providing dedicate partnership capacity in strategically important locations across the MCO. Together, they strengthen engagement with public and private sector stakeholders and contribute to UNICEF's partnership objectives, resource mobilization efforts, and programme results for children across the Caribbean.

The incumbents contributes to identifying businesses, organizations and individuals who can support programmes for children, and to keeping the partnership pipeline up to date. The Partnerships Officer assists in implementing financial and non-financial partnership activities, including preparing partner research, background materials, draft proposals, reports and communication with partners such as businesses, foundations, philanthropists, and member and faith-based organizations.

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

1. Contribute to the implementation of the work plan for assigned area, to ensure timely and cost effective delivery of results, in accordance with UNICEF's partnership strategy.
2. Build and maintain UNICEF's partnerships, by supporting the development and implementation of standards and guidance for UNICEF partnerships; formulation of work plans and strategies.
3. Support the development of frameworks and templates and review partner agreements and amendments for senior staff approval, ensuring compliance with UNICEF rules and regulations.
4. Maintain up-to-date information on partner and income trends, analyse development assistance policies and keep resource partner profiles updated.
5. Help supervisor maintain effective relationships with member states, UN agencies, NGOs, host government and other partners, in order to keep them informed on important, strategic operational UNICEF issues.
6. Attend meetings with the UN and other multilateral bodies, NGOs, member states, taking notes, sharing information, and supporting joint information programmes to increase UNICEF's profile, and protect its interests.
7. Contribute to ideas for opportunities to develop new and existing synergies with other UN agencies to senior external partnership officers in order to support a more effective and efficient approach to programme delivery
8. Assist with the preparation of information to provide to member states, UN agencies, NGOs, host government and other partners on the strategy, design, relevance and impact of programmes, to advocate the work of UNICEF.
9. Collate and share relevant discussion and feedback on programme activities and issues of priority to UNICEF, gathered from member states, UN agencies, NGOs, host government and other partners, to engage them with inter-governmental/inter-agency discussion and inform future activities.
10. Gather inputs from UNICEF that will contribute to inter-governmental/inter-agency work, to ensure that UNICEF positions are properly explained and taken into account in decision making
11. Maintain awareness of current activities, political and social events of UN and other multilateral bodies/governments, conduct analysis to understand how they may impact UNICEF activities and programmes and provide timely information to UNICEF staff for decision-making.
12. Conduct research on perspective new partners for UNICEF, and provide analysis of the areas of work, outreach, financial based and reputation of prospective partners.

IV. Impact of Results

The incumbent gathers, analyses and reports information in a manner that draws out fact-based insights to inform approaches to partner relationships and support substantive discussion with partners. S/he captures relevant information and progress, and ensures internal information sharing.

Accurate and timely information to partners will strengthen the credibility of the organization which in turn will result in trust and increase resources to the organization. Well analyzed and support to senior management can result in an increase of funding opportunities, and the achievement of programme results for children across the Caribbean MCO

The ultimate impact which this position contributes to 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 the a changing climate.

By 2031: 12 governments supported stronger 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 build and maintain partnerships with stakeholders across countries, in coordination with the supervisor, is required.**
- **Strong communication skills, both verbal and written, with the ability to work effectively with colleagues in different locations, is required.**
- Ability to gather and analyse data and information to support engagement with governments, public institutions and International Financial Institutions (IFIs) is an advantage.
- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.
- Strong networking and negotiation skills
- Strong familiarity with political and governmental processes
- Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the organisation.

- Advanced knowledge of partnership development and resource mobilization.
- Ability to conduct sound policy analysis.
- Ability to contribute to formulation of strategies and policies.

VII. Recruitment Qualifications	
Education:	A 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 two 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 area. Experience supporting the preparation of partnership proposals, investment cases or financing initiatives for children (e.g., climate finance or innovative financing) is an asset. Experience working with colleagues in different countries to support funding opportunities linked to 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.