UNITED NATIONS CHILDREN'S FUND

JOB PROFILE

I. Post Information

Job Title: Partnerships Coordinator Specialist **Supervisor Title/ Level: Chief, Global Transport and Logistics Centre** **Organizational Unit: Global Transport and Logistics Centre, SD** **Post Location:** Copenhagen, Denmark	**Job Level: P4** **Job Profile No.:** **Job Classification Level: HTLA** **Assignment / TA-Term (as applicable)**

II. Strategic office context and purpose for the job

UNICEF works to promote and protect the rights of every child, everywhere, with a particular focus on the most disadvantaged and excluded. Guided by the Convention on the Rights of the Child, UNICEF places equity at the centre of its work, seeking to ensure that all children have the opportunity to survive, develop and reach their full potential without discrimination. Addressing inequities is central to advancing children's rights and supporting more equitable and sustainable development.

Strategic office context:

UNICEF Supply Division (SD) works to ensure equitable and inclusive access to essential supplies and services for children and their families across development, humanitarian and fragile contexts. SD brings together global supply chain expertise, market engagement, and partnerships with governments, civil society, the private sector, industry, and other stakeholders to support the needs of children worldwide.

This provides a strong operational and partnership foundation for the Humanitarian and Transport Logistics Alliance (HTLA) and its focus on strengthening humanitarian transport and logistics through collaboration across sectors.

Background

The Humanitarian Transport and Logistics Alliance (HTLA) is a strategic UNICEF-led initiative designed to strengthen the resilience, efficiency, preparedness, and performance of humanitarian supply chains through structured collaboration between humanitarian organizations, commercial transport and logistics providers, governments, donors, academia, and other strategic stakeholders.

Building on UNICEF's role as holder of the United Nations Long-Term Arrangement (LTA) for global freight forwarding and transportation services, its established relationships with global carriers, freight forwarders, and logistics service providers, HTLA provides a coordination and operational mechanism to facilitate faster, more predictable and cost-effective movement of humanitarian goods. Through partnership MoUs with carriers, humanitarian shipments can benefit from priority handling and expedited bookings, alongside preferential conditions that help reduce delays and avoid additional logistics costs. These arrangements provide a strong operational and partnership foundation on which HTLA can build.

Building on this established foundation and the value already being delivered, HTLA aims to progressively strengthen and broaden the model into a multi-stakeholder alliance. The intention is to protect and expand the operational benefits already achieved while creating a structured mechanism through which humanitarian and commercial actors, and other strategic partners, can strengthen preparedness, address shared supply chain bottlenecks and develop collective solutions that improve humanitarian logistics resilience and system-wide performance.
The Partnerships Coordinator will play a central role in taking this work forward, driving implementation of the HTLA roadmap, coordinating stakeholders and supporting the Alliance's continued development.

Purpose of the Position
The Partnerships Coordinator will lead the day-to-day implementation and coordination of HTLA, translating its agreed strategic direction and roadmap into a functioning alliance. The role will drive delivery across the HTLA workplan, coordinate internal and external stakeholders, establish fit-for-purpose governance and ways of working, monitor progress and results, and ensure that decisions, dependencies and risks are actively managed. Under the supervision of the Chief, GTLC, the position will work closely with logistics and partnership functions colleagues, and relevant other technical and partnership functions. The post holder will serve as the central coordination and focal point for HTLA and ensure coherence across partnership development, industry engagement, governance, communications, resource mobilisation and results monitoring.

Ways of working
The Partnerships Coordinator serves as HTLA's central implementation and coordination function, leading the delivery process while working closely with relevant technical and functional leads on substantive content. The coordinator maintains overall coherence, sequencing, follow-through and momentum, while specialist functions retain responsibility for content and decisions within their respective areas and governance bodies provide strategic direction within their mandates. The role requires the ability to coordinate and influence across organisational boundaries, build alignment across different perspectives and drive delivery without formal line authority.

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

Key Functions, Accountabilities and Related Duties

1. Strategic Leadership and HTLA development

- Lead the implementation and continued development of HTLA in line with its agreed vision, roadmap and phased development approach.
- Drive HTLA’s evolution from an established carrier partnership and operational fast-track model into a broader multi-stakeholder alliance while protecting and strengthening the benefits and parter relationships already in place.
- Guide the development of HTLA's strategic priorities and annual objectives in alignment with UNICEF priorities and the evolving humanitarian supply chain context.
- Monitor relevant humanitarian supply chain, transport and logistics developments and advise UNICEF leadership on emerging risks, opportunities and strategic implications for HTLA.
- Support alignment with relevant humanitarian supply chain transformation and UN reform initiatives, including UN80-related efforts.

2. HTLA design, implementation and monitoring

- Translate agreed HTLA strategic priorities into implementation plans, workstreams, milestones and deliverables, ensuring clear ownership, sequencing and follow-through.
- Develop, maintain and oversee the HTLA implementation plan, including initiative / workstream plans, budgets, milestones, performance indicators, risk registers, and report frameworks.
- Monitor progress, risks, dependencies, bottlenecks and resource constraints, and bring forward practical options for resolution or course correction.

- Maintain oversight of key decisions and commitments and ensure systematic follow-through.
- Establish and maintain an HTLA results framework that captures operational, financial and wider supply chain benefits supported by appropriate systems to track, measure, and communicate benefits generated through HTLA activities.
- Prepare high-quality and concise progress updates, briefings, reports, dashboards, briefing materials, presentations, and strategic updates for UNICEF leadership, partners, and donors.
- Ensure effective coordination across UNICEF functions involved in HTLA implementation.

3. Multi-Stakeholder Coordination and Alliance Management

- Serve as the primary focal point and convening lead for HTLA engagement with UN agencies, NGOs, donors, governments, commercial transport and logistics providers, trade facilitation actors, academia, industry associations and other strategic partners.
- Develop and implement stakeholder engagement approaches and partnership value propositions that support strong strategic relationships and sustained partner participation.
- Build alignment across different institutional interests and perspectives and support convergence around common HTLA objectives.
- Facilitate dialogue between humanitarian and commercial stakeholders to identify shared challenges and jointly develop practical, mutually beneficial solutions.
- Coordinate alliance meetings, consultations and working sessions, steering committee meetings, forums and networking events around clear objectives, outputs and decision points.
- Represent HTLA in relevant external, industry and inter-agency forums.
- Promote collaboration between stakeholders engaged in the HTLA.

4. Governance and Partnership Development

- Develop and maintain fit-for-purpose HTLA governance and operating arrangements as the Alliance evolves.
- Support the establishment and effective functioning of HTLA governance bodies, workstreams and Secretariat arrangements.
- Develop and maintain the core governance framework, including the Alliance charter, roles and responsibilities, decision pathways, accountability arrangements, membership principles and partnership standards.
- Coordinate the day-to-day Secretariat arrangements as these are established, ensuring effective support to Alliance priorities and governance processes.
- Support governance decision-making and follow-through and coordinate periodic review and adaptation of governance arrangements.
- Coordinate the development, negotiation, implementation, monitoring and renewal of HTLA Memoranda of Understanding (MoUs) and partnership arrangements, working with relevant technical, partnership, procurement and legal functions.
- Coordinate onboarding of new alliance members and strategic partners.
- Support partnership due diligence, risk assessments, compliance and clearance processes, maintaining visibility of related dependencies and timelines.
- Ensure transparency, accountability, compliance and appropriate separation between partnership engagement and procurement processes.

5. Budget management, Resource Mobilization and Sustainability

- Coordinate identification of HTLA resource requirements and maintain oversight of available, planned and required resources, including available budgets and tracking budget utilization.
- Working with SPPC and other relevant functions, develop resource mobilization strategies and contribute to donor and partner engagement to secure financial and technical support.
- Monitor funding opportunities and donor trends.

- Coordinate preparation of business cases, concept notes, funding proposals, investment briefs, donor reports, partnership and other resource mobilization materials, as required.
- Support development of sustainable financing approaches appropriate to HTLA's evolving operating model.

6. Strategic Communications, Advocacy and External Positioning

- Working with Communications and partnership colleagues, support development of a coherent HTLA narrative, value proposition and communications approach.
- Ensure coherent positioning and messaging across all HTLA communications and engagements.
- Ensure HTLA's operational benefits, results and value proposition are effectively communicated to internal and external audiences.
- Implement HTLA's communications, advocacy, and stakeholder engagement strategies to ensure visibility of HTLA's value proposition, operational benefits, achievements, and impact among internal and external stakeholders.
- Coordinate development of communication products, thought leadership materials, presentations, briefing notes, reports, case studies, and advocacy content.
- Support strategic engagement with media, partners, donors, and sector initiatives where appropriate.
- Strengthen awareness and visibility of HTLA's role, achievements and value across relevant stakeholder groups.

7. Knowledge Management and Innovation

- Capture and disseminate lessons, evidence, good practices and innovations emerging from HTLA implementation.
- Facilitate knowledge exchange between humanitarian, commercial and other participating stakeholders.
- Coordinate relevant collaboration with universities, think tanks, technical institutions and research organisations.
- Identify emerging opportunities for collaboration and system improvement and support their development into practical HTLA initiatives.
- Support development of relevant standards, guidance, recommendations and tools that strengthen humanitarian supply chains.
- Foster innovation and continuous learning.
- Use evidence, learning and stakeholder feedback to inform HTLA priorities and continued development.

IV. Impact of Results

- HTLA is operationalized and successfully implemented in line with its strategic roadmap.
- Alliance governance structures and Secretariat functions are effectively established and managed.
- Strong engagement and active participation from UN agencies, NGOs, governments, donors, academia, and commercial logistics partners.
- Existing partnerships are strengthened and the Alliance progressively broadened in line with the HTLA roadmap.
- Increased access to commercial logistics capacity and strengthened humanitarian supply chain resilience, with operational benefits in speed, reliability and cost effectiveness demonstrated.
- Improved coordination, preparedness, visibility, interoperability, efficiency, and collaboration across participating organizations.
- Sustainable resource mobilization and financing mechanisms support HTLA's continued development.

- HTLA is increasingly recognized as a platform for humanitarian-commercial collaboration and humanitarian supply chain system strengthening.

V. Competencies and level of proficiency required

Core Values attributes

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

Core competencies skills

- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

Functional Competencies

Required

- Strategic Partnership Management
- Supply Chain and Logistics Management
- Stakeholder Engagement, Negotiation and Influence
- Resource Mobilization and Donor Relations
- Strategic Communications and Advocacy
- Knowledge Management and Innovation

Desirables

- Government Relations Experience
- Alliance Building Expertise
- International Freight Knowledge
- Donor Engagement Experience
- Humanitarian Context Experience
- Development Programme Experience

VI. Recruitment Qualifications

Education:	Advanced university degree (master's degree or equivalent) in one or more of the following fields: • International Relations • Public Administration • Business Administration • Supply Chain Management • Logistics • Development Studies • Humanitarian Affairs • Political Science • Economics • Social Sciences • Other relevant disciplines
Experience :	• Minimum eight (8) years of progressively responsible professional experience in the following areas: partnership management, stakeholder engagement, project management, international freight and humanitarian

	logistics, supply chain management, external relations, or related fields. • Demonstrated ability to coordinate complex multi-stakeholder initiatives involving public, private, and humanitarian sector actors, establishing accountability, managing dependencies and risks, and maintaining momentum in multi-stakeholder environments. • Experience engaging with senior government officials, donors, UN agencies, NGOs, and private-sector partners. • Demonstrated experience in governance, partnership development, alliance building, or collective impact initiatives. • Strong organisational, facilitation and follow-through skills, with demonstrated ability to structure delivery and manage competing priorities in complex and evolving environments. • Demonstrated ability to build alignment, manage differing institutional perspectives and drive delivery through influence without formal line authority. • Demonstrated experience in supply chain, international transport and freight and logistics is a strong asset • Experience in humanitarian and/or development contexts is highly desirable.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.