JOB DESCRIPTION

I. Post Information

Job Title: **Partnerships Officer (Public & Private Sector)** Organizational Unit: **UNICEF Ecuador Country Office – Office of the Representative** Post Location: **Quito, Ecuador** Supervisor: **Representative (P-5)** Type of Appointment: **Fixed-Term (FT)**	Job Level: **Level 1 (NO-A)** Job Profile No.: CCOG Code: **1A10** Functional Code: **PAR** Job Classification Level: **Level 1**

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.

Job organizational context and purpose for the job:

Ecuador is an upper-middle-income country where significant gaps in the realization of children's rights persist. Inequities are deepest for children and adolescents living in rural areas and the Amazon, for Indigenous, Afro-Ecuadorian and Montubio children, and for children on the move. Chronic child malnutrition, rising violence and insecurity affecting children and adolescents, human mobility, and recurrent emergencies linked to climate events and natural hazards (including El Niño) require sustained and flexible investment. At the same time, official development assistance to middle-income countries in Latin America is declining and becoming more competitive, which makes the diversification of

UNICEF's funding base – across bilateral and multilateral donors, international financial institutions (IFIs), the Government, the private sector and individual donors – a strategic priority for the Country Office.

The Partnerships Officer (Public & Private Sector) serves the UNICEF Ecuador Country Office in Quito and reports to the Representative. The incumbent works closely with the Private Fundraising and Partnerships (PFP) team, the Communication and Advocacy section, programme sections, the Planning, Monitoring and Evaluation team and Operations, as well as with the Latin America and Caribbean Regional Office (LACRO) and relevant Headquarters divisions.

The purpose of the post is to strengthen UNICEF Ecuador's capacity for systematic, long-term resource mobilization and partnership building with both public and private partners, in support of the results for children set out in the Country Programme Document (CPD), in alignment with the United Nations Sustainable Development Cooperation Framework (UNSDCF) and the Sustainable Development Goals (SDGs). The incumbent supports senior management in deepening collaboration with key stakeholders, builds "donor intelligence", coordinates the office's approach to funding partners, and helps leverage partnerships for resources, policy influence and visibility for children. The key result is greater, more diversified and more predictable funding for children in Ecuador, and greater visibility and influence for UNICEF in support of its mission.

The position contributes to Pillar 4 of UNICEF Ecuador's Country Programme 2027–2030, which serves as a cross-cutting accelerator of results through strategic partnerships, advocacy, communication, evidence, innovation and resource mobilization. Working closely with the relevant teams, the incumbent supports an integrated approach to partnerships that helps mobilize financing, strengthen policy influence and expand opportunities to achieve sustainable results at scale across the three programmatic pillars.

Given the long-term nature of the Country Office's partnership and resource mobilization agenda, the function is established as a fixed-term post to ensure continuity, institutional memory and sustained relationships with partners.

Positions at the NO-A level are entry-level professional roles that support more senior staff by providing research, analysis, coordination and recommendations. While the incumbent contributes substantively to the office's partnership and resource mobilization strategy, the post is also an opportunity to acquire professional expertise, organizational knowledge and exposure for further career development.

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

Summary of key functions/accountabilities:

- Resource mobilization planning, coordination and monitoring
- Partner intelligence, research and analysis
- Public sector and multilateral partnerships
- Private sector engagement and children's rights and business
- Proposals, agreements, grants management and reporting

- Knowledge management and innovation

Within the delegated authority and the given organizational set-up, the incumbent may be assigned all or most of the following duties and tasks:

1. Resource mobilization planning, coordination and monitoring

- Contribute to the implementation of the Country Office Resource Mobilization and Partnerships Strategy and its work plan, ensuring timely and cost-effective delivery of results in line with the funding-gap priorities of the Country Programme.
- Support coordination across Pillar 4 functions, particularly partnerships, private fundraising, communication and advocacy, to identify opportunities for joint engagement with strategic partners and ensure alignment with Country Programme priorities.
- Organize the Resource Mobilization Taskforce (RMTF): schedule meetings, prepare and share agendas, record agreements and follow up on action points.
- Track and update the Resource Mobilization Action Plan and the pipeline of funding opportunities; monitor resource mobilization KPIs and, together with the Budget Focal Point, record progress toward funding targets.
- Support coordination among programme sections approaching the same or high-value partners, to ensure a coherent, office-wide approach.

2. Partner intelligence, research and analysis

- Build and maintain "donor intelligence" by developing and regularly updating partner profiles and mapping of bilateral, multilateral, IFI, foundation and private sector partners active in Ecuador and the region.
- Monitor partner priorities, income trends and development cooperation policies, as well as relevant political, social and economic developments in Ecuador, and analyse how they may affect UNICEF's programmes and funding.
- Research prospective new partners and analyse their areas of work, outreach, financial base and reputation; contribute to due diligence processes for private sector partners in line with UNICEF policy.
- Prepare briefing notes for the Representative and Deputy Representative ahead of partner meetings, covering partner interests and past engagement with UNICEF, accompanied by investment cases or proposals prepared with technical teams.

3. Public sector and multilateral partnerships

- Help senior management maintain effective relationships with the Government of Ecuador (national and local levels), bilateral and multilateral donors, IFIs, UN agencies, NGOs and other partners, keeping them informed on strategic UNICEF issues.
- Identify opportunities to leverage strategic partnerships with government institutions, international financial institutions and other development partners to advance policy dialogue, financing for children and the scale-up of successful interventions, in coordination with programme teams.
- Plan and track the high-level engagement of the Representative and Deputy Representative with funding partners and ensure timely follow-up; request or prepare, and share, notes from each partner meeting.
- Attend meetings with donors, government, the UN Country Team and NGOs; take notes, share information and support joint initiatives that increase UNICEF's profile and protect its interests.

- Identify opportunities for joint programmes and pooled funding with other UN agencies, and gather UNICEF inputs to inter-agency processes so that UNICEF positions are properly reflected in decision-making.

4. Private sector engagement and children's rights and business

- In close coordination with the PFP team, support the identification and engagement of companies, foundations and business networks for shared-value partnerships, in-kind support and resource mobilization.
- Raise awareness among companies and business associations to integrate children's rights considerations into their policies, operations and supply chains, applying the Children's Rights and Business Principles.
- Support industry-wide and multi-stakeholder initiatives on children's rights, identifying key areas for joint policy and advocacy action.

5. Proposals, agreements, grants management and reporting

- Support programme sections to develop effective and persuasive proposals, concept notes, investment cases and other fundraising materials tailored to partner requirements.
- Support the development of frameworks and templates, and review partner agreements and amendments for clearance by senior management, the Regional Office and HQ, ensuring compliance with UNICEF rules and regulations.
- Support grants management and budget monitoring, including tracking of grant utilization, expiry dates and reporting deadlines, and contribute to the quality and timely submission of donor reports.
- Meet regularly with the Communication and programme teams to ensure partner visibility and recognition requirements are met.

6. Knowledge management and innovation

- Keep partner, pipeline and grant information up to date in corporate systems and office tools, ensuring internal information sharing.
- Document lessons learned and good practices in partnerships and resource mobilization, and contribute to knowledge exchange with LACRO and other country offices.
- Support the development and testing of innovative products, processes and financing approaches to strengthen the efficiency and effectiveness of UNICEF's programming, monitoring and evaluation, advocacy and communication.

IV. Impact of Results

The incumbent gathers, analyses and reports information in a way that draws out fact-based insights to inform UNICEF Ecuador's approach to partners and to support substantive discussions with them. S/he captures relevant information and progress, and ensures it is shared across the office.

Systematic donor intelligence, well-coordinated engagement and accurate, timely information to public and private partners strengthen the credibility of UNICEF Ecuador, build trust and lead to more diversified and predictable funding. This directly contributes to closing the funding gaps of the Country Programme and to sustaining results for the

most disadvantaged children and adolescents in Ecuador, including in emergency and humanitarian situations.

Through its contribution to Pillar 4, the position helps strengthen an integrated approach to strategic partnerships, advocacy and resource mobilization. By connecting funding opportunities, partner engagement and programme priorities, the incumbent supports UNICEF Ecuador's capacity to mobilize resources, influence policies and foster partnerships that contribute to sustainable results at scale for children and adolescents, including in humanitarian and emergency contexts.

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

i) Core Values

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

ii) 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)

This post has no supervisory responsibilities; therefore, the competency Nurtures, Leads and Manages People does not apply.

VI. Skills

- Current knowledge of development issues, strategies, and programming policies and procedures in international development cooperation.
- Knowledge of Ecuador's development context, public institutions and international cooperation landscape (bilateral and multilateral donors, IFIs, UN system and private sector).
- Advanced knowledge of partnership development and resource mobilization with both public and private partners.
- Strong written and verbal communication skills in Spanish and English, including the ability to draft clear proposals, briefing notes and reports.
- Strong networking and negotiation skills.
- Strong familiarity with political and governmental processes.

• Ability to conduct sound policy analysis and to contribute to the formulation of strategies and policies. • Strong organizational and follow-up skills, with the ability to manage multiple deadlines and to track information accurately. • Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the organization.

VII. Recruitment Qualifications	
Education:	A university degree is required in one of the following fields: international relations, political science, communications, international development, business administration, economics or another relevant technical field.
Experience:	A minimum of one year of relevant professional experience in one or more of the following areas is required: partnerships, resource mobilization, external relations, public affairs, programme or grants management, budget management, or another relevant area. Experience working with government institutions, international cooperation agencies, the private sector or UN agencies in Ecuador or Latin America is an asset. Experience in proposal writing, donor reporting or grants management, and/or in humanitarian or emergency contexts, is an asset.
Language Requirements:	Fluency in Spanish and English (written and spoken) is required. Knowledge of another official UN language or of an Indigenous language of Ecuador (e.g., Kichwa) is an asset. As a National Officer post, this position is open to Ecuadorian nationals only.