UNITED NATIONS CHILDREN'S FUND

JOB PROFILE

I. Post Information

Job Title: Partnership Specialist Supervisor Title/ Level: Partnerships Manager Organizational Unit: Supply Division, Strategic Planning and Partnerships Centre (SPPC) Post Location: Copenhagen	Job Level: Level 3 Job Profile No.: 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.

Strategic office context:
UNICEF Supply Division (SD) works to ensure equitable and inclusive access to essential supplies and services for children and their families, in development, humanitarian and fragile contexts. These supplies are critical to saving lives, supporting children's health and education, and protecting them from abuse, exploitation, and neglect. As the UN's largest end-to-end supply chain entity, UNICEF leverages its global reach, market influence, supply chain expertise and partnerships with governments, civil society, private sector, industry, and other stakeholders to meet children's needs and protect their rights around the world.

SD focuses on three result areas to maximize impact, scale, and effectiveness: strategic procurement; supply preparedness and response in humanitarian and fragile contexts; and supply chain optimization. To facilitate and accelerate progress toward these results, SD employs three change strategies: financing for supply and services, supply chain digitalization and supply chain localization.

Centre Context:
Strategic Planning and Partnerships Centre (SPPC): The Centre leads corporate planning, results monitoring and reporting, and strategic partnerships on behalf of Supply Division. It

provides a coordinating platform for translating SD's strategic priorities into planning, results and partnerships, including through the Office Management Plan (OMP), annual work planning and corporate reporting. SPPC leads SD's strategic partnerships function, supporting a more strategic, needs-based and coordinated approach to partnerships and resource mobilization. It works across the Division to identify partnership needs and opportunities, develop and coordinate priority partnerships, mobilize resources for supply priorities and support strategic engagement with public and private sector partners. The Centre also develops partnerships with the supply chain and transport industry and coordinates SD's oversight of supply-related contributions-in-kind.

Under the supervision of the Partnerships Manager, the incumbent will work closely with colleagues in the SD Supply Financing Centre (SFC), other Supply Division centres, Public Partnerships and Resource Mobilization Division (PPRD), Country Offices, and other stakeholders.

Purpose for the job:

To support the strategic management of Supply Division's contributions to UNICEF's partnerships with priority bilateral government partners, including the US Government (USG), providing coordination, analysis and substantive support across the Supply Division components of the organization's bilateral government partner-funded portfolios and supporting effective engagement by Supply Division senior management. The role will help ensure that funding opportunities, ongoing awards and strategic engagements related to supply (notably procurement, logistics and system strengthening) are managed coherently, while identifying emerging opportunities and risks and supporting alignment between partner priorities and Supply Division's strategic objectives. The primary focus will be to support PPR and SD in the implementation of the supply elements of UNICEF's US-funded global health agreements.

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

The incumbent will provide dedicated support to strengthen Supply Division's partnerships with bilateral government partners, with a primary focus on the USG, combining coordination and oversight of the bilateral government partner-funded portfolios with substantive support for internal strategic engagement. The role will work in full coordination and alignment with PPR's partnerships teams, and coordinate with all relevant teams across Supply Division to support the development and implementation of bilateral government partner-funded supply activities, maintain a consolidated view of the portfolio, and identify emerging opportunities and risks. The incumbent will also provide substantive support to Supply Division senior management to enable recommendations for, and in coordination with, PPR to maintain well-informed, coordinated and forward-looking engagement with bilateral government partners.

Key accountabilities (all in relation to supply) comprise:

- **Proposal coordination:** Coordinate and provide substantive input and quality assurance for Supply Division (SD) proposals, including multi-country proposals with significant supply components.
- **Award management and compliance:** Monitor the implementation of awards to SD, coordinate reporting and support compliance with award terms and conditions, including visibility and audit requirements, in coordination with PPR and relevant SD teams. Support

monitoring and reporting on supply-related components of bilateral government awards implemented by Country Offices, as needed.

- **Portfolio oversight:** Maintain a consolidated overview of SD's bilateral government partner-funded portfolio, including proposals, active awards, implementation status, reporting requirements and emerging opportunities, to support management oversight and strategic engagement.
- **Financial tracking:** Track the use of funds and award timelines across SD's bilateral government partner-funded portfolio in coordination with SFC and Finance, flagging risks early and supporting timely action on extensions or amendments.
- **Information requests:** Coordinate SD responses to bilateral government partner queries and information requests related to ongoing and prospective activities.
- **Strategic partner engagement:** Coordinate the planning of visits and other engagements with SD, with a focus on strengthening strategic relationships and advancing shared priorities.
- **Senior management engagement:** Provide strategic and substantive support to SD senior management to shape recommendations for PPR related to possible engagement with bilateral government partners, including identifying priorities and opportunities for such engagement, advising on positioning and key messages, preparing briefing materials and talking points, coordinating inputs, and ensuring follow-up on agreed actions.
- **Partnership coordination and liaison:** Serve as the day-to-day SD focal point for the PPR, monitoring relevant developments and providing timely analysis and advice to SD senior management on emerging partnership opportunities, priorities and risks.
- **Other partnership support:** Provide additional partnership coordination and support as required.

IV. Impact of Results

The incumbent's work will strengthen Supply Division's ability to manage its role in UNICEF's partnerships with bilateral government partners in a strategic, coordinated and forward-looking manner. By maintaining oversight of these portfolios, supporting the development and implementation of funding opportunities, and monitoring emerging priorities, opportunities and risks, the role will help ensure that bilateral government partner engagement is aligned with Supply Division's priorities and supported by timely and actionable information.

Through substantive support to senior management, the role will contribute to well-informed and effective engagement with bilateral government counterparts, helping to position Supply Division's priorities, identify areas of shared interest, and translate strategic dialogue into concrete opportunities for collaboration and resource mobilization. Strong coordination across Supply Division and with PPR will also help ensure consistent positioning, timely follow-up and effective management of activities.

The role will contribute to SPPC's broader objective of strengthening a more strategic, needs-based and coordinated approach to partnerships, leveraging relationships, influence and resources to advance Supply Division's OMP 2026–2029 results. By connecting portfolio oversight, partnership intelligence and senior management engagement, the role will help strengthen the quality and coherence of UNICEF's partnerships with bilateral government partners and its contribution to Supply Division's strategic objectives.

V. Competencies and level of proficiency required

Core Values attributes

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

Core competencies

- 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

- Diplomatic communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders.
- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.
- In-depth knowledge of partnership development and resource mobilization.
    - Demonstrated ability to formulate new approaches in respect of resources management and outreach-related activities.
- Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes.
    - Excellent communication skills, verbal and written.
    - In-depth familiarity with political and governmental processes.
- Ability to conduct sound policy analysis.

VII. Recruitment Qualifications

Education:	An advanced university degree (Master's or equivalent) in international relations, international development, public policy, public administration, business administration,

	economics, social sciences, or another relevant field is required.
Experience:	• A minimum of five (5) years of relevant professional experience in partnership management, donor relations, resource mobilization, grant management, programme coordination or a related field. • Demonstrated experience in the development and coordination of funding proposals and the management, monitoring and/or reporting of donor-funded programmes or partnerships. • Experience supporting senior management engagement with governments, institutional donors or other strategic partners, including the preparation of briefings, talking points and other substantive inputs. • Experience coordinating complex work across multiple teams and stakeholders, including consolidating substantive inputs and ensuring quality and timely delivery. • Strong analytical, drafting and organizational skills, with demonstrated ability to synthesize complex information for senior and external audiences, work independently and manage competing priorities. **Desirable experience** • Direct experience working with the US Government as an institutional donor or partner, including familiarity with relevant USG funding mechanisms, requirements and procedures. • Experience in humanitarian operations, supply chain management or supply-related programmes. • Experience working within UNICEF, another UN organization, or an international development or humanitarian organization. • Experience working across headquarters, regional and/or country-level structures would be 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.