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| **I. Position Information** |
| Job Title: Partnership Portfolio SpecialistPosition Number: Department: Bureau of External Relations and Advocacy(BERA)Reports to: Team Leader, Partner Portfolio Management (PPM) | Grade Level: P4Duty Station: New YorkFamily Duty Station as of Date of Issuance: Choose an item |

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| II. Job Purpose and Organizational Context |
| The United Nations Development Programme is the main development organization of the United Nations system that is on the ground in about 170 countries and territories, with its Headquarters in New York, USA. It is helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. UNDP plays a critical role in helping countries achieve the Sustainable Development Goals. The Bureau of External Relations and Advocacy (BERA) is responsible for positioning UNDP as the world’s leading global development agency, promoting its global authority and thought leadership on sustainable development and the interconnected issues of poverty, inequality, and climate change. BERA leads and supports UNDP in building and nurturing strategic relationships and alliances essential to achieving its mission. Creating strong political and financial backing for UNDP by providing partners and supporters with a clear understanding of what UNDP does and how our mission, capabilities and flagship services relate to them.The Bureau leads UNDP’s work on innovative and diversified partnerships and ways of financing the Decade of Action to achieve the Sustainable Development Goals. It is also responsible for global campaigns on critical development issues, which aim to inform government policies and build partnerships around high-impact solutions. BERA coordinates and sets corporate standards across the functions of partnerships, marketing and communications within UNDP and leads on internal communications.The Public Partnerships Group (PPG) in BERA strengthens public partnerships in line with UNDP Strategic Plan and business planning targets, coordinates multi-stakeholder partnerships including quality assurance, engages with key funding partners and political constituencies, and advises and develops strategies to cultivate mutually beneficial relationships with partners. Particularly, PPG coordinates across BERA and implements the public partner strategies, ensuring inputs are provided to responsible Bureaus. It strengthens partnerships with a ‘whole of society’ approach identifying risks and opportunities for partnerships, working closely with partners, and coordinating partner engagement. It also coordinates information requests and analyzes and timely advises for executive-level meetings around resource mobilization and partnerships. It assists and offers intelligence for leadership as well.Global multi-faceted crises such as pandemic and socio-economic problems are recently threatening the achievement of SDGs. In order to address these complex issues and achieve SDGs, it is vital to analyze risks and opportunities from a more general perspective, and strategically strengthen various relationships with an integrated approach. It is also necessary to coordinate relationships with core donors to manage partnerships more efficiently. The PPG plays a critical role in the implementation of these elements of the UNDP, including determining the direction of partnerships and supporting the executive-level meetings. In this context, UNDP is seeking a Partnership Portfolio Specialist who has a broad viewpoint and experience in researching and providing advice regarding policy matters in order to strategically improve relationships with development partners (including OECD-DAC and non-DAC partners). In particular, an expert is needed who has experience in formulating integrated strategies in the perspective of the 'whole of society' while managing relationships with various implementing institutions, civil society, private sector, and academia pertaining to the respective development partners. |
| III. Duties and Responsibilities |
| Key Functions:1. Partnerships and Advocacy - **Lead audience-centric partnership development and portfolio management**
2. Coordinate Resource Mobilization and support on Strategy/Policy Advice - **Coordinate core and non-core resource mobilization**
3. Knowledge and Information Management, Research and Development - **Provide expert advice to Regional Bureaus and Country Offices for resource mobilization and facilitate coordination on partnerships across all levels of the organization**
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| 1) Partnerships and Advocacy * Coordinate partner engagement with a 'whole of society' approach.
* Manage relationships with different stakeholders and partners such as core donors, regional offices, etc.
* Develop and continually refine measures to enhance partnerships; develop and implement key partner engagement strategies and action plans; setting priorities, goals, and key performance indicators (KPIs) for each partner in assigned portfolio.
* Coordinate and communicate with partners so that the projects’ interventions are harmonized and aligned with other in-country efforts.
* Support to strengthen partnerships in line with UNDP Strategic Plan and business planning targets.
* Coordinate with the Advocacy, Marketing and Communications teams and other BERA teams on partner visibility, outreach and advocacy activities in support of UNDP’s development mandate and support positioning of UNDP within the broader development landscape.
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| 2) Coordinate Resource Mobilization and support on Strategy /Policy Advice * Coordinate and advise to develop integrated strategies to cultivate mutually beneficial relationships with partners.
* Provide donor specific intelligence and analyses to inform prioritization of Resource Mobilization (RM) initiatives and decision-making by senior management.
* Support negotiations of partner/funding agreements in line with UNDP Financial Rules and Regulations, corporate policies, priorities and objectives, in collaboration with Bureau of Management (BMS) and other relevant units/bureaux.
* Identify risks and opportunities of partnerships and maintain a strategic understanding of, and engagement with the partnership issues.
* Support new partnerships and resource mobilization to maximize UNDP’s development impact.
* Contribute to the coordination, development, and implementation of UNDP’s global and regional strategies on partnerships.
* Support the development of strategic UNDP partnership papers and internal briefing notes, including drafting content and carrying out research.
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| 3) Knowledge and Information Management, Research and Development* Coordinate information requests of donors and provide advice and guidance, on a proactive basis, to UNDP’s global network of Country Offices.
* Support to provide substantive content to inform strategies on partnership with updated intelligence, analysis and timely advice on resource mobilization and partnerships to inform prioritization and presentation of products to maximize resource mobilization opportunities and for executive level meetings.
* Disseminate information on UNDP’s work and related partnerships through briefings, webinars, and events as well as social media outreach in cooperation with the Advocacy, Marketing and Communications teams and other BERA teams.
* Support to coordinate and undertake partnership and resource mobilization capacity building and training with respect to OECD DAC and non-DAC partners.
* Keep up-to-date knowledge related to the partnership and proactively share documents with team members and respond to their specific requests for information.
* Monitor, gather, and analyze information about major events globally which are relevant to the BERA and advise accordingly.
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| IV. Competencies and Selection Criteria | **Description of Competency at Level Required** |
| ***Core*** |  |
| **Innovation***Ability to make new and useful ideas work* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **Leadership***Ability to persuade others to follow* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **People Management***Ability to improve performance and satisfaction* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **Communication***Ability to listen, adapt, persuade and transform* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **Delivery***Ability to get things done* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| ***Technical/Functional*** |  |
| **Primary** |  |
| **Partnerships***Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **Stakeholder Management***Ability to manage multiple stakeholders and balance often contradicting expectations, building and maintaining relationship* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **Coordination***Ability to coordinate relationships with diverse partners* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **Partnership Strategic Advice** *Ability to provide knowledge on partnership strategies and strategic advice*  | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **Analysis***Ability to research, discover trends, and make recommendations pertaining to a particular topic* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **Communication***Ability to effectively communicate intentions and requirements to internal and external stakeholders* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **Secondary** |  |
| **Knowledge Management***Ability to efficiently handle and share information and knowledge* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **Report and Brief Writing** *Ability to prepare quality reports and briefs* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |

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| **V. Recruitment Qualifications**  |
| Education: | * Advanced University degree (Master’s or equivalent) in at least one of following areas

- international development cooperation- a field that emphasizes analyzing, displaying, or reporting on data (e.g., math, engineering, science, economics, statistics, administration)- a field that emphasizes relationship (e.g., education, psychology)- other related fields* A first-level university degree in combination with 2 additional years of qualifying experience in a related field may be accepted in lieu of the advanced university degree.
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| Experience: | * A minimum of 7 years of relevant work experience in the area of partnerships development and coordinating and establishing strategies or policies is required, including relevant work experience related to cooperation or management of relationships with diverse stakeholders (government departments, civil society, private sector, etc.).
* Relevant work experience in the area of international development cooperation related to establishment of integrated strategies covering a wide range of fields (grants, loans, multilateral aid, etc.) is highly desirable.
* Experience in the design and implementation of partnership strategies and initiatives is highly desirable.
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| Language Requirements: | * Fluency in both written and spoken English.
* Proficiency in another UN working language is desirable.
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