

Title:	Liaison and Partnership Development Officer
Domain:	Resource mobilization and donor relations
Grade:	P-4
Position Number:	PAX/PA/002
Organizational Unit:	PRIORITY AFRICA AND EXTERNAL RELATION SECTOR (PAX)
Duty Station:	Dubai (UAE) ¹
Type of contract:	Project Appointment (PA)
Duration of contract:	1 year with possibility of extension subject to availability of funds and satisfactory performance.
Annual salary:	USD 120 214
Deadline (midnight, Paris time):	30 September 2019 (re-advertisement)

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Overview of the functions of the post

Under the authority of the Assistant Director-General (ADG) for Priority Africa and External Relations (PAX), the incumbent will help develop and implement an external relations strategy, particularly with the United Arab Emirates (UAE), to position the Organization's narrative and priorities on development. S/he will also help lead the strategic thinking, support the preparation of a solid development narrative that brokers mobilization efforts with key stakeholders, including semi-government and government institutions as well as the Private Sector in the UAE. In particular, the incumbent will:

- High-level advice provided to ADG/PAX on strategic opportunities for engagement with key partners and stakeholders, including strategic positioning of UNESCO's priorities in the region.
- Support ADG/PAX on innovative approaches to identify common areas of work amongst donors and partners, to promote UNESCO's Strategic Objectives and regional initiatives with a medium term view of building a path for resource mobilization opportunities.
- Report on trends and opportunities to engage with new government, multilateral, private sector, and foundation partners.
- Map business development opportunities, assessing and identifying potential donors and areas of joint engagements.
- Develop synergies between strategic policy/positioning in inter-governmental and inter-agency fora, partnership development, and knowledge sharing
- Develop and maintain an informed and executable strategic plan for both monetized and unmonetized partnerships with regional stakeholders, new funding sources, including non-traditional donors

Competencies

A successful candidate will be required to demonstrate the following competencies:

Core Competencies

Accountability
Communication
Teamwork
Innovation
Results focus
Planning and organizing
Knowledge sharing and continuous improvement

Managerial Competencies

Driving and managing change
Strategic thinking
Making quality decisions

¹ The duty station is either Dubai or Abu Dhabi

Building partnerships
Leading and empowering others
Managing performance

For detailed information please consult the [UNESCO Competency Framework](#)

Required qualifications

Education

- Advanced University degree (Master or equivalent) in Public Administration, International Relations or Social Sciences, or other relevant fields.

Work Experience

- Minimum of 7 years of progressively responsible relevant professional experience in liaison, partnership, development and resource mobilization.
- Collaboration with semi-government, government and multi-lateral institutions to identify priorities and develop projects.
- Experience in writing material for partnerships/resource mobilization, including policies, project proposals and promotional material.
- Demonstrated track record in strategic partnership development.

Skills and competencies

- Excellent interpersonal skills.
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships (both within and outside the Organization).
- Ability to manage budgets and report on implementation.
- Excellent coordination and networking skills.
- Knowledge of diverse network of stakeholders in the UAE across the government, non-government and private sectors).
- Leadership, management and supervisory skills.

Languages

- Excellent knowledge of English (Written and spoken).
-

Desirable qualifications

Work Experience

- Experience in resource mobilization for a United Nations agency or other international or development organizations;
- Proven ability to develop deal pipelines, preferably in the fields relevant to UNESCO or other social impact sectors

Skills and competencies

- Demonstrated capacity to work autonomously and show initiative.
- Knowledge of UN Rules, Regulations and administrative procedures.

Languages

- Good knowledge of French
-

Assessment

An assessment exercise may be used in the evaluation of candidates.

How to apply

Interested candidates should complete the UNESCO CV with a covering letter in English explaining their interest in the position and forward it electronically to the following e-mail address: pax@unesco.org.

Please indicate the position number PAX/PA/002 you are applying for. incomplete UNESCO CV will not be processed.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply.

Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

Interested and suitable candidates should ensure that their application is submitted on or before **30 September 2019** (midnight, Dubai time).

Only applicants short-listed for interview will be contacted.

Benefits and entitlements

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a no-smoking Organization.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply.

Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.