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CHIEF, SECTION FOR DONOR OUTREACH AND RESOURCE MOBILIZATION

Post Number : BSP 966

Grade : P-5

Parent Sector : Bureau of Strategic Planning (BSP)

Duty Station: Paris

Job Family: Programme Coordination

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 19-APR-2022

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the general guidance of the Director of UNESCO's Bureau for Strategic Planning, and the direct supervision of the Director of the Partnership Division, the incumbent will be responsible for the overall coordination, planning, development, and management of a resource mobilization strategy directed at the private sector, the European Union, Multilateral Development Banks and other UN organizations to raise funds, develop partnerships and support accountability of transparent contribution management, including the outreach to new donors and the leveraging of innovative funding mechanisms. The incumbent will be responsible for the analysis and management of the fundraising channels and activities, ensuring long-term, flexible and unrestricted resources for the Organization.

The Chief of Section for Donor Outreach and Resource Mobilization shall perform the following tasks:

As Chief of the section for Donor Outreach and Resource Mobilization:

- Provide leadership, strategic direction and implementation for UNESCO's engagement and outreach to the private sector, the European Union (EU) , Multilateral Development Banks, and UN organisations in order to generate increased funding for UNESCO's programme and budget, effectively linking donor interests with the organization's Strategic and Programmatic priorities, and develop, implement and monitor a clear strategy, policy and systems for delivery of partnerships with private sector globally, including corporate, foundation and high net worth donors as well as the development of a UNESCO strategy on individual giving, crowd funding and digital funding;
- Manage and develop funding relationships with existing and potential international donors including the EU in close cooperation with UNESCO's Liaison Office to the EU in Brussels, Multilateral Development Banks and UN Organizations, and ensure coordinated advocacy and outreach to private sector including foundations, across the Organization, working closely with UNESCO's senior management to mobilize key strategic partnerships to enhance impact and influence for UNESCO priorities and to generate new resource flows, and convene and participate in UNESCO negotiation meetings with contributors, development partners and regional agencies as appropriate, and other bilateral, regional and international meetings relevant to resource mobilization for national and regional development programmes consistent with UNESCO's mandate and thematic areas of interest;
- Oversee the preparation of and follow up on implementation of Memoranda of Understanding (MOUs) and other framework agreements with potential donors and partners as a basis for mobilization of resources for design and implementation of new and ongoing UNESCO-led programmes and projects;
- Lead and motivate a team of Resource Mobilization Officers, providing coaching, training and guidance to ensure appropriate development and enable high performance, providing capacity building to concerned staff.

Support to Sectors, relevant UNESCO Institutes and Field offices:

- Provide technical support and advice on grant proposal development to Sectors, relevant UNESCO Institutes and Field offices;
- Assist the Sectors, relevant UNESCO Institutes and Field offices in the preparation of project proposals for corporate and multilateral funding agencies;
- Deliver training and capacity on fund raising and communications skills and strategy;
- Work closely with programmes, field, and other staff to provide seamless service and information to donors and prospects.

Communications and Outreach:

- Plan and produce communication materials in support of fundraising such as brochures, appeals, newsletters and annual reports;
- Work closely with various UNESCO Programme Coordinators to identify priority themes and develop advocacy messages, press briefings, news features, case studies and other communication materials for dissemination through various media;
- Develop all media, publicity, marketing and fundraising messages and the communication material around them;
- Help organize Structured Financing Dialogue events, press conferences, and briefing sessions, as needed.

COMPETENCIES (Core / Managerial)

Communication (C)
Accountability (C)
Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)
Professionalism (C)
Building partnerships (M)
Driving and managing change (M)
Leading and empowering others (M)
Managing performance (M)
Strategic thinking (M)
Making quality decisions (M)

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

REQUIRED QUALIFICATIONS

Education

- Advanced University degree in International Relations, Marketing, Business Development, Economics, Management or in other fields of competence of UNESCO.

Work Experience

- A minimum of 10 years of experience in the area of multilateral and private sector partnerships in an international environment.
- Demonstrated leadership in resource mobilization within a UN agency or another international organization, international private or philanthropy foundation.
- Demonstrated experience in leading and motivating teams, and formulating and implementing a long-term vision and strategic perspective.
- Proven track record in fundraising and resource mobilization in having raised significant donations and managed a major fundraising programme from multilateral partners and/or private sector and/or foundations.

Skills & Competencies

- Ability to effectively manage relationships, at senior level, with private sector, corporate institutions and multilateral partners.
- Strong analytical, negotiating, networking and advocacy skills.
- Creativity and capacity to innovate.
- Excellent oral and written communication and interpersonal skills.
- Excellent drafting skills.
- Ability to work effectively in a multi-cultural environment.
- Excellent leadership skills, and skills in the management of performance and resources.
- Solid knowledge of relevant technological solutions and systems, including the use of web-based solutions.

Languages

- Excellent knowledge of English or French, and good knowledge of the other language.

DESIRABLE QUALIFICATIONS

Skills & Competencies

- Knowledge of UNESCO's areas of competence and relevant partners and donors.

Languages

- Knowledge of other official UNESCO languages (Arabic, Chinese, Russian or Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.

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