

# PARTNERSHIPS SPECIALIST

Post Number : 1USBSP0001RP

Grade : P-3

Parent Sector : Bureau of Strategic Planning (BSP)

Duty Station: New York

Job Family: External Relations

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 06-MAR-2025

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

## OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the Division for Partnerships in the Bureau of Strategic Planning (BSP) and the Director of the UNESCO Liaison Office in New York (NYO), the incumbent will support the strategy development, coordination and implementation of partnerships and resources mobilization efforts of the UNESCO Liaison Office in New York across two main areas of engagement, which include the US private sector and philanthropic organizations/individual donors.

In particular, the incumbent will carry out the following functions:

- Manage and contribute to building and maintaining strong relationships, partnerships, coalitions and new alliances, and engage with prospective private sector partners including companies, foundations, HNWI, and major funders by organizing meetings, workshops and high level events.
- Monitor and stay abreast of private sector investment trends, financing and market trends; identify and map prospects, and propose entry points for engagement with UNESCO, in close coordination with relevant units in the Bureau of Strategic Planning and programme sectors.
- Identify synergies between UNESCO's programmes and partners' priorities to proactively propose funding and investment portfolio tailored for each partner.
- Leverage UNESCO's brand to develop new partnerships by creating initiatives, such as co-branding, cause-related marketing, sponsorships, joint campaigns, etc., in collaboration with private sector partners.
- Provide backstopping to UNESCO programme sectors, Institutes and field offices as required in the negotiation of funding agreements and provide advice on private sector engagement plans and initiatives.
- Monitor the portfolio of agreements with assigned partners, contribute to risk analysis, anticipate potential issues and troubleshoot as required in close collaboration with programme sectors, field offices and specialized institutes.

## 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)

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

## **REQUIRED QUALIFICATIONS**

### **Education**

- Advanced university degree (Master's or equivalent) in Public Relations, Business Administration, International Relations or a related field.

### **Work Experience**

- A minimum of four (4) years of relevant professional experience in the field of international relations and partnership mobilization, of which preferably two (2) years acquired at the international level.

### **Skills & Competencies**

- Excellent communication skills.
- Excellent writing and editorial skills.
- Excellent diplomatic skills and political sensitivity.
- Excellent organizational and interpersonal skills.

### **Languages**

- Excellent knowledge (written and spoken) of English and good knowledge of French.

## **DESIRABLE QUALIFICATIONS**

### **Work Experience**

- Experience of the United Nations and diplomatic environments.

### **Skills & Competencies**

- Knowledge of the United Nations System.
- Knowledge of the US private sector and philanthropy.

### **Languages**

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian and/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.

The approximate annual starting salary for this post is 120 834 US \$.

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.*

Please note that UNESCO is a non-smoking Organization.