

INTERNSHIP IN THE DIVISION OF PARTNERSHIPS, UNESCO

ORGANISATIONAL CONTEXT

The Section for Strategic Partnerships and Donor Relations (BSP/DPA/SPD) sits within the Division for Partnerships of the Bureau of Strategic Planning (BSP/DPA). It works closely on a daily basis with the Section for Resource Mobilization and Donor Outreach and the Grants Management Unit of BSP/DPA as well as UNESCO Programme Sectors and field offices to strengthen partnerships for the delivery of UNESCO's Programme.

Specifically it is responsible for coordinating and scaling up partnerships with government partners, supporting the resource mobilization efforts of Programme Sectors, Field Offices and Category 1 Institutes through capacity building, donor intelligence, strategic positioning of UNESCO to potential partners, backstopping of decentralized resource mobilization efforts, preparing strategy and policy documents relating to resource mobilization and partnership, as well as providing support for strategic dialogues with partners and refining tools, systems and processes relating to partnership and resource mobilization.

The Section is closely involved in backstopping Field Offices in their outreach and resource mobilization activities including the coordination of seed funds to strengthen resource mobilization by field offices. The Section also contributes to the wider efforts of BSP/DPA to create a better enabling environment for partnership.

LEARNING OBJECTIVES

- **Professional skills:** including skills relating directly to resource mobilization and partnership building including communication, outreach, prospecting, due diligence and partnership management as well as on-the-job skills such as time management, problem solving, team building; and career preparedness.
- **Inter-personal skills:** including multi-cultural awareness and cultural competency; communication and listening skills and management of work to tight deadlines.
- **Career development related skills:** including learning skills, professionalism, engagement and active participation. The incumbent will strengthen her/his knowledge and understanding of multilateralism and learn how an intergovernmental Organization works by reading and contributing to relevant UNESCO strategic documents, reports and external publications and by contributing to the development of advocacy materials targeting donors and partners.

OVERVIEW OF THE FUNCTIONS OF THE INTERNSHIP

Under the authority of the Director of the Division for Partnerships (BSP/DPA) and the direct supervision of the Chief of Section for Strategic Partnerships and Donor Relations (BSP/DPA/SPD), the incumbent will

- Collect, analyse and ensure the targeted dissemination of intelligence on partner priorities, entry points for engagement and other partner intelligence.
- Assist with the organization and follow up of strategic dialogues with donors and other partnership events.
- Strengthen staff capacity to engage in partnership by contributing to the elaboration of capacity building materials and analytics on resource mobilization, the elaboration of advocacy materials and the backstopping of forward-looking research on partnership opportunities.
- Contribute to the wider efforts of the Bureau of Strategic Planning to improve the house-wide enabling environment for partnerships including through improvements to systems for knowledge management, enhancement of internally and externally facing web sites, initiatives to strengthen donor visibility, and efforts to improve the quality of data and reporting on resource mobilization and partnership.
- Any other tasks deemed appropriate by the Division for Partnerships

COMPETENCIES (Core)

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 degree or equivalent) in the field of social sciences, management, administration, marketing or other relevant fields to partnership.

- *Skills/Competencies*

- Proven skills in producing high quality written documents (reports, synthesis, web news, data analysis and graphics)
- Creative thinking and ability to conceive, develop and execute new projects from the initial stages to completion.

- Ability to communicate effectively with diverse stakeholders and audiences, both verbal and written.
 - Proven organizational skills, and able to multitask.
 - Excellent interpersonal skills and ability to work in a multicultural environment.
 - Ability to work independently and collaborate with colleagues to achieve organizational and team goals.
- Knowledge of global/regional development ODA (Official Development Assistance)

Languages

Excellent knowledge of English or French and very good knowledge of the other