

GENERIC JOB PROFILE

UNTIL Egypt – Partnership specialist

Grade: SB3 – Peg 4

Duration: 1 year

Deadline of application: 12 March 2019

Organizational Setting and background:

In adapting to the growing complexity of the 21st century, the United Nations need to respond dynamically to ensure it remains instrumental in supporting the achievement of the Sustainable Development Goals and targets for the 2030 agenda. Technological innovation and the role of partnerships across sectors have become increasingly important to accelerate progress in addressing the problems that humanity face.

In close partnership with the Government of Egypt, the UN is establishing and operationalizing the United Nations Technology Innovation Lab (UNTIL) located in Smart Village, Cairo - Egypt.

The priority focus of the UNTIL Egypt Lab will be establishing partnerships with UN Funds and Programmes as well as Governments, Academia, NGOs and private sector leveraging technology to address SDGs challenges in the areas of Education for special-needs students, health, industry and agriculture.

This position is located in UNTIL Egypt and will report to the lab manager.

Responsibilities:

Within delegated authority, and in close cooperation with the UNTIL Egypt Lab Manager, the partnership specialist will be responsible for the following duties:

- Directs the research and analysis on potential private sector or public' sector entities which could support the work of UNTIL Egypt in terms of core expertise or budget funding.
- In full coordination with lab manager, identify and negotiate innovation partnerships that serve the goals and needs of UNTIL.
- Directs the establishment of new partnerships and enhance existing partnerships between UNTIL and other stakeholders to strengthen effectiveness and efficiency of the programme deliverables.
- Provide substantive input in the negotiation of the financial contribution of each Innovation Partner.
- Directs the management of UNTIL's partners and coordinate the communication with these partners throughout regular communication.
- Identify clear opportunities for partnerships and funding. Deliver tailor made proposals, talking points, reports to the potential partners and donors.
- Takes the lead on the management of relationships with current and potential partners



- Coordinate and participate in meetings with donors and partners and produce high quality meeting minutes and action-oriented summaries.

Results Expected:

Facilitate the development of long term relationships between UNTIL and their partners and ensure the long-term funding of UNTIL projects. This includes identification of potential partners, prospecting, developing pitches, securing new long-term partnerships, and managing existing partnerships within a sustainable partnership framework.

Competencies:

- **Professionalism:** Excellent interpersonal and communication skills. Strong analytical, research, reporting and writing abilities. Strong organizational and process management competencies. Ability to rapidly analyse and integrate diverse information from varied sources. Ability to produce a variety of written media products in a clear, concise, journalistic style. Ability to deliver oral presentations to various audiences. Is motivated by professional rather than personal concerns. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities, and remains calm in stressful situations. Shows persistence when faced with difficult problems or challenges.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent degree) in communications, business administration, international development or related field. A first-level university degree in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of five years of progressively responsible experience in public information, partnership, public administration or related area. Experience in relationship-management and building partnerships is an advantage.



Language: English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required; Knowledge of Arabic language is an advantage.

To apply please send your updated CV/ P11 on: innovation.eg@undp.org