

External Relations Officer – P3 Resource Mobilization Unit

Organizational Setting and Reporting Relationships:

This position is located in the Resource Mobilization Unit. The External Relations Officer reports to the Chief of Unit.

Responsibilities:

- Participates in the development, implementation and monitoring of UNISDR's resource mobilization plan and relevant donor partnerships in support of accelerating investment in disaster risk reduction.
- Monitors and analyzes funding trends, reviews relevant documentation and reports.
- Identifies problems and issues to be addressed and proposes corrective action.
- Liaises with relevant partners, identifies and tracks follow-up actions.
- Contributes to the development of policy guidance for resource mobilization.
- Undertakes research on potential donors: foundations, corporations, private philanthropists focusing on their priorities and programmes of cooperation and assistance and establishes a database for the purpose of updating donor profiles and other related information, with the view to improving financing to the United Nations Trust Fund for Disaster Reduction.
- Researches and presents donor information gathered from diverse sources.
- Establishes and maintains donor partnerships, and supports the Donor Support Group for whom the officer plans and facilitates meetings in coordination with the Special Representative of the Secretary General (SRSG), the Head of Unit and others as appropriate.
- Updates the resource mobilization pages on the UNISDR website.
- Undertakes outreach activities, conducts and, as directed, supports presentations, consultative and other meetings, seminars, launches, training workshops on assigned topics/activities.
- Liaise with other UN agencies that are active in donor engagement.
- Prepares and disseminates promotional materials including success stories, lessons, fact sheets with the objective of optimizing the visibility of UNISDR's resource mobilization activities.
- Prepares various written outputs like drafting background papers, notes for the file, analysis, sections of reports and studies, power point presentations, inputs to talking points and publications.
- Performs other duties as required.

Competencies:

Core Competencies:

Professionalism:

Knowledge and understanding of theories, concepts and approaches relevant to donor relations, public-private partnerships and private sector fundraising. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual, analytical and evaluative skills to conduct independent research and the use of a variety of research sources. Ability to organize seminars, consultations, training workshops and special events. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Communication:

- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately
- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match the audience
- Demonstrates openness in sharing information and keeping people informed

Planning & Organizing:

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently

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) in business administration, management, economics, international relations or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of five years of progressively responsible experience in donor relations, public-private partnerships or related field. Qualifying years of experience are calculated following the receipt of the first level university degree recognised by the United Nations.

Language: Fluency in English, (both oral and written) is required; knowledge of French is desirable.