

Terms of Reference

I. Position Information	
Position Title	Junior Professional Officer (JPO) Partnerships Analyst
ICS Level	ICS 09- P2
Position Area	Partnerships
Organizational Unit	PLG
Duty Station	Jerusalem

II. Organizational Context
About the Country Office
The UNOPS Jerusalem Office was established in 2006 and has since played a pivotal role in strengthening UNOPS operations in Palestine. The office operates in East Jerusalem, the West Bank, and Gaza, delivering a diverse portfolio of projects in the following areas: • Infrastructure: Building and maintaining sustainable infrastructure like schools, health facilities, and roads. • Procurement: Managing transparent and efficient procurement processes for partners, ensuring value for money and sustainability. • Project Management: Implementing and overseeing complex projects, ensuring they meet UN standards and deliver results. • Human Resources & Finance: Providing essential support in human resources and financial management for partner projects. The office works closely with the Government of Palestine, the donor community, UN organizations, NGOs, and the private sector to deliver projects efficiently and effectively, in line with UNOPS principles, rules, and regulations. UNOPS Programme covers various projects including Infrastructure development, Procurement, supporting UN access Initiatives, transactional portfolio, Project

Management Office and others.

Job Highlight

Drive strategic growth by building key relationships, mobilizing resources, and expanding the office's portfolio to achieve sustainable development results.

Role Purpose

The Partnerships Specialist also ensures that partnership initiatives are aligned with UNOPS' global and regional priorities, contribute to sustainable results, and support the achievement of the office's strategic objectives. The role focuses on building and maintaining effective working relationships with governments, UN agencies, donors and other stakeholders to mobilize resources, expand the office's portfolio, and strengthen the UNOPS positioning as a reliable development and implementation partner.

III. Functions / Key Results Expected

- **Partner Research and Analysis**
- **Support Project Development**
- **Knowledge Sharing and Information Management**
- **Strategic Planning and Positioning**

1. Partner Research , Analysis and Reporting

- Analyze political, social and economic trends in the relevant areas for UNOPS Jerusalem Office.
- Maintain a database of key partner information (strategy, priorities, funding, countries of focus) to strengthen UNOPS Jerusalem partnerships.
- Identify and develop potential opportunities in different areas by conducting partnership analyses of potential strategic partners, including donors, UN agencies, local authorities, NGOs implementing partners and make recommendations towards the establishment and maintenance of new partnership schemes.
- Use data on partners' development activities to improve UNOPS Jerusalem approach to engaging with key partners.
- Assist the Partnership Unit in meeting donor reporting requirements.

2. Project Development

- Prepare project documents, legal agreements, budgets and support engagement clearance. Assists the preparation of meetings and events, draft talking points, and meeting minutes.
- Contribute to organization of field missions, stakeholder meetings of the Country Director, Regional Director and Head of Partnerships. Aid in the preparation of briefing materials for incoming delegations.
- Support Head of Partnerships in facilitating project compliance and quality

assurance, by providing up to date analysis of project progress, by facilitating project board meetings and by keeping track of performance vs portfolio Key Performance Indicators - KPIs.

- Support to internal coordination of corporate and strategic initiatives, planning and reporting and knowledge sharing and communications.

3. Knowledge Sharing and Information Management

- Build and reinforce relationships with different stakeholders (HQ, intra-regional and inter-regional) with the purpose to exchange information and contribute to coherence and knowledge sharing.
- Produce high quality communications, including visibility materials for the UNOPS Global webpage.
- Support operations and contribute to knowledge sharing, enhancing the harmonization of projects while facilitating synergies with team members.
- Work with the Programme teams to develop and update capacity statements for the various services provided by UNOPS.
- Support coordination of Middle East Region knowledge sharing efforts with partnerships focal points across the region (meetings, tools and guidance, lessons learned, and requests for input) and proactively promote knowledge sharing with offices working on similar tasks and/or challenges.
- Represent UNOPS Jerusalem in coordination and knowledge sharing initiatives led by other HQ groups (Communications, Partnerships).

4. Strategic Planning and Positioning

- Support the implementation of UNOPS Jerusalem plans, including the detailed Strategic Objective Action Plans.
- Provide assistance to UNOPSJerusalem in the updates of their business plans 2026-2028 & to support the development of subsequent business plans.
- Develop value propositions and strategic positioning guidance for key UNOPS Jerusalem service lines and partners.
- Support in proposal development around the following themes: humanitarian assistance, early-recovery and reconstruction, climate action, youth development, peace & security, solid waste management, disaster risk and traditional UNOPS service lines in post-conflict areas.
- Increasing the visibility of UNOPS Jerusalem on internal and external platforms including on social media.

Results/Expected Outputs

The effective and successful achievement of results by the Partnerships Analyst impacts on the performance of the Country Office by maintaining a robust and diverse pipeline of project opportunities, which leads to the sustainable growth of the UNOPS'

presence and strengthens the achievements of UNOPS management results and the fulfilment of its mandate. To be more specific, the JPO will be expected to achieve substantial progress (qualitative as well as quantitative results to be agreed with the JPO) in:

1. Partnership and programme development planning
2. Development of opportunities
3. Representation and inter-agency partnerships groups
4. Knowledge management and innovation

IV. Skills *(Select maximum of 9 skills from the list)*

Partnerships
Business Development
Planning
Proposal Writing
Stakeholder Engagement

VI. Qualifications

Education

Required

- An Advanced University Degree (Master's or equivalent) in Business Administration, Political science, International Relations, International Development, Social Sciences or related discipline is required WITH 2 Years of experience;.

Experience

Required

- Minimum of 2 years of relevant experience in partnerships development, political analysis, clients relations or other related fields. Additional experience is an advantage. Prior relevant internship experience may be considered.

Desired

- Experience in International Organizations is an asset, particularly current and targeted partners for UNOPS Jerusalem (e.g., donor governments, Middle Eastern regional entities, IFIs, and UN donors).
- In-depth knowledge of development and humanitarian issues and current donor and sectoral trends, with emphasis on understanding of the unique challenges of the Israeli-Palestinian conflict.

- Knowledge of working in the UN environment is desirable. UNOPS experience, including internship, is an asset.
- PRINCE2 Practitioner Certification is an asset.
- Experience in humanitarian contexts is valuable.

VII. Language requirements	Proficiency level	Required/Desired
English	Fluent	Yes

VIII. Signature

Incumbent Name:

Signature:

Date: