TERMS OF REFERENCE

Junior Professional Officer (JPO)

Donor and development partner management Officer - P2

**Organizational Unit:**

Member Services and Development Department (MS), Resource Mobilization and Development Partnerships Division (RMDP)

**Duties and Responsibilities**

Under the supervision of the Director for RMDP, the incumbent will perform the following duties:

1. Contribute to the management of donor relations by:
   1. Supporting systematic and strategic donor engagement by helping to improve collaboration and communication between internal stakeholders for mobilizing extra-budgetary resources.
   2. Tracking institution-wide donor dialogues, engagements and funding proposals.
   3. Contributing to reviews of proposals for extra-budgetary resources.
   4. Supporting monitoring and reporting of use of extra-budgetary resources.
   5. Analysing donor priorities, operational modalities and data.
   6. Developing concise donor profiles/updates and participating in donor meetings.
   7. Analysing WMO data on resource mobilization, partnerships and projects, and supporting the populating of dashboards and/or development of visuals.
   8. Contributing to provision of guidance on resource mobilization to internal stakeholders and members (National Meteorological and Hydrological Services).
2. Contribute to development partnership management by:
   1. Tracking development partner dialogues, results and events.
   2. Developing development partner updates and participating in partnership meetings.
   3. Supporting provision of guidance on development partnerships to internal stakeholders and members (National Meteorological and Hydrological Services).
3. Carry out other relevant duties as required.

**Education**: Master's degree or equivalent in International Development, International Relations, Development Economics, Business Management or another relevant field of study, preferably with some exposure to and/or interest in earth science. Financial and/or Project Management qualifications would be an added advantage.

**Work experience**: A minimum of two years of progressively responsible experience in planning and managing resource mobilization (“non-profit fundraising”), engaging in the international development and climate finance architecture, and/or international development partnerships.

**Languages**: Excellent knowledge of English (spoken and written). Knowledge of other official languages of the WMO Secretariat would be an advantage. (Note: The working languages of the WMO Secretariat are English and French. The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)

**Other skills**: Demonstrated knowledge of project management, coordination and communication skills. Experience in international development, climate finance or humanitarian assistance, in particular in strengthening public services preferably in sectors related to disaster risk management, water, climate, agriculture and/or energy. Ability to coordinate between multiple stakeholders and guide the knowledge sharing processes. Ability to seek and apply knowledge, information, and best practices from within and outside the WMO environment. Ability to work in a multicultural environment and to foster diversity and team spirit.

**Learning Elements**

On completion of the assignment, the JPO will have:

* Deep understanding of resource mobilization, development and climate finance, and development partnership processes and requirements.
* Deep understanding of internal and external partnerships and stakeholders in the context of the WMO approach to extrabudgetary project resourcing and implementation, in particular with regards to flagship initiatives such as Early Warning for All (EW4All), Climate Risk and Early Warning Systems (CREWS), etc.
* Developed a good overview of interagency mechanisms and understanding of the individual mandates, priorities and challenges of UN system organizations, multi-lateral development banks, climate finance mechanisms and other international organizations with which WMO partners.
* Been exposed to coordination, decision-making and experience exchange on WMO Project Development and Implementation.
* Gained insight into functions of National Meteorological and Hydrological Services including communication with a variety of stakeholders including Member States and Governing bodies.
* Developed presentation skills and have benefited from gradually enhanced exposure to senior managers) of UN System organizations and have built a professional network across the UN system and beyond.
* Developing analytical methodology.