

I. Post Information

Post Title: **Head of Resource Mobilisation and Network Relations**
 Post Number:
 Organisational Unit: **Resource Mobilisation**
 Supervisor/ Grade: **Director, SMS**
 Source of Funding (*project/non-project*):

Current Grade:
 Proposed Grade: ICS-12 (P5)
 Approved Grade:
 Post Classified by:
 Classification Approved by:

II. Organisational Context
Background Information – SUN Movement Secretariat

Since 2010, the Scaling Up Nutrition (SUN) Movement has inspired a new way of working collaboratively to end malnutrition, in all its forms. With the governments of SUN Countries in the lead, it unites people—from civil society, the United Nations, donors, businesses and researchers—in a collective effort to improve nutrition. The SUN Strategy 2021–2025 (SUN 3.0) prioritises country leadership and focuses on supporting systemic change at the country level. It seeks to capture the ambition of SUN countries and guide the work of all actors at all levels aligning concerted action behind and responding to commonly agreed national priorities set out by governments in SUN countries.

SUN 3.0 is committed to fundamental, non-negotiable aspects of effective nutrition action, including equity and the principle of leaving no one behind. For its third phase, the SUN Movement will drive forward gender equality and enshrine youth leadership across the Movement. SUN 3.0 will strengthen partnerships to achieve greater impact on nutrition through food systems, health systems, social protection systems, actions by the private sector and humanitarian and development actors, and through education, water, sanitation and hygiene (WASH) and climate change adaptation.

The SUN Movement Secretariat plays a central role in enabling the multiple members and structures of the Movement to work together to advance progress on country-level priorities and the global positioning of nutrition.

The SUN Movement Secretariat comprises approximately 35 personnel, based in Geneva and in various regions globally. All parts of the Movement – member governments, the SUN Global Support System - the GSS, consisting of four SUN networks (Civil Society, United Nations, Business, Donors) and the SUN Movement Secretariat, together with the SUN Movement Coordinator, work together to align and focus efforts on priorities within countries.

The SUN Movement Secretariat is hosted by UNOPS.

Role of the Head of Resource Mobilisation and Network Relations

Reporting to the Director, SUN Movement Secretariat (SMS) the purpose of this role is to ensure predictable and sustainable long-term funding to meet the needs of the Global Support System, the Pooled Fund and Country Financing requirements. The role works to leverage private- sector investments and expertise, including innovative financing mechanisms where relevant.

The role also responsible for bringing together the SUN Networks and the Secretariat improving their collaboration, focused on optimal support for SUN countries.

III. Functional responsibilities

1. Resource mobilisation

- Lead the development of the donor intelligence strategy to provide optimal support to SUN countries.
- Further develop the 2021 consolidated global SUN strategic investment framework into a comprehensive multi-year SUN 3.0 GSS Fundraising system for 2021-2025, consisting of a systematic and transparent approach and processes, documents, and communication mechanisms with donors, which can be taken forward over the next four years.
- Lead the implementation of the SUN Global Support System (GSS), SMS and four SUN Networks) Resource Mobilisation System, outlining required tasks, individual SUN GSS entity requirements and contributions, timeline and recommendations for action.
- Ensure that the System is monitored, analysed and progress toward targets documented.
- Lead revisions/modifications to the SUN 3.0 GSS Resource Mobilisation system to facilitate secure resource streams, based on the ongoing monitoring of donor policies, trends and funding mechanisms.
- Lead revisions and innovations in current funding mechanisms for the SUN Global Support System, including developing joint/pooling of funds.
- Provide reporting on resource projections/scenarios to senior leadership and other key stakeholders.
- Lead the identification opportunities for resource mobilisation and recommendation of solicitation strategies for emerging sources of funding.
- Make recommendations on best practice approaches to donor interactions, including identifying opportunities to leverage private-sector investments and innovative financing mechanisms.
- With the Coordinator and/or Director, represent the SUN Movement Secretariat in donor meetings and negotiate/finalise donor agreements.
- Represent the SUN Movement Secretariat in meetings, conferences etc. on resource mobilisation at the request of the Coordinator and/or Director.
- Review and provide input on outreach/visibility material geared towards partners and donors.
- Provide leadership and coordination to the management and operationalisation of the SUN Movement Pooled Fund.

2. Network relations

- With the Coordinator and/or Director, contribute to bringing together the SUN Networks and the Secretariat as one Global Support System to improve their collaboration, focused on optimal support for SUN countries including through a joint Strategic Activity Framework and Workplan.
- Lead on coordination and communication between the SMS and the four SUN networks building stronger intra-network relationships to ensure strategic engagement in key processes for operationalisation of SUN 3.0.
- Lead in identifying common areas of GSS convergence based on country priorities to inform new ways of working to support the process to achieve one GSS work plan.

- Develop and maintain relations with external SUN partners and contributors to the SUN Movement Secretariat.
- Ensure that systems of strategic communication, information-sharing, and technical exchange are in place for the SUN Movement GSS G to optimally plan, implement, monitor, evaluate and report on the joint GSS Strategic Framework and Work Plan as one.
- Represent the SUN Movement Global Support System (when requested by the SUN Movement Coordinator) in public events, task forces, working groups, intergovernmental and interagency discussions, interactions with stakeholders outside the UN system, and any other relevant situation.

3. Team leadership

- Recommend and/or determine team priorities and supervise the implementation of annual work plans.
- Monitor implementation, oversee progress toward annual objectives and take decisions to ensure the delivery of results as planned.
- Operate within the defined limits of authority on matters of Finance, Procurement and Human Resources and subject to any limits or conditions that may be imposed as per delegated authority.
- Promote teamwork, collaboration and diversity by providing direct reports with clear direction, objectives and guidance to enable them to perform their duties responsibly, effectively and efficiently.
- Plan, recruit, manage and develop a flexible workforce with the skills and competencies needed to ensure optimum performance, and ensure gender and geographical diversity.
- Foster a positive work environment, respectful of both men and women, and ensure that the highest standards of conduct are observed.

4. Knowledge management and innovation

- Collect feedback, ideas, and internal knowledge about processes and best practices and utilise productively to improve resource mobilisation systems and donor relations.
- Contribute to the development and introduction of innovation to ensure the SMS is continually incorporating best practice approaches.

IV. Impact of Results

The effective and successful achievement of results will support the SUN Movement and its Secretariat to achieve its vision of a world free from malnutrition in all its forms by 2030.

V. Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization.

	Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.
	Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles
	Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).
	Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.
	Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.
	Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.
	Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

VI. Recruitment Qualifications	
Education:	Master degree in a relevant field for example business administration, economics, international relations or social science or political science.

	A bachelor's degree with a combination of two additional years of relevant experience may be accepted in lieu of the master's degree.
Experience:	<ul style="list-style-type: none"> • Minimum of ten (10) years of relevant professional and senior experience in resource mobilisation and/or international donor relations in a leadership role is required. • A minimum of five (5) years leadership experience, including proven track record in managing personnel is required. • A minimum of five (5) years of professional work experience in an international setting with a minimum of three (3) years experience working in developing countries or a field setting is required. • Some experience working with government departments administering overseas aid is desirable. • Demonstrated experience in facilitating and managing external stakeholder relationships (e.g., donor and network relationships, or similar) is required. • Demonstrated understanding of the principles of the nutrition movement is desirable.
Language Requirements:	Full working knowledge of English is essential. Knowledge of another official UNOPS language, particularly French, is an asset.

VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i> :		
Name:		
Title:	Signature:	Date:
Supervisor:		
Name:		
Title:	Signature:	Date:
Chief Division/Section:		
Name:		
Title:	Signature:	Date: