

TERMS OF REFERENCE

Department: Group on Earth Observations (GEO) Secretariat

Section: Communications and Partnerships

Title of post: Partnerships Coordinator (Participating Organizations and Associates)

Grade: P3

Duty Station: Geneva, Switzerland or remote

1. ORGANIZATIONAL SETTING AND REPORTING RELATIONSHIPS

The Group on Earth Observations (GEO) is an intergovernmental partnership that provides trusted Earth Intelligence as a public good to support evidence-based decision-making. Hosted by the World Meteorological Organization, GEO brings together 116 governments and over 160 organizations, including leading space agencies, research institutions, UN bodies, and private sector innovators. Through interdisciplinary collaboration, GEO empowers everyone, everywhere, to access and contribute to open, actionable Earth observation data; enabling better decisions for people, planet, and nature.

The Partnerships Coordinator will lead the Secretariat's engagement with Participating Organizations and Associates. The incumbent will analyze partner profiles, identify strategic opportunities, and implement targeted engagement actions, ensuring alignment with the GEO Work Programme (GWP) and Secretariat services.

2. DUTIES AND RESPONSIBILITIES

The incumbent will be responsible for the following duties:

1. Profile Analysis and Curation

- Collect, review, and maintain up-to-date profiles of POs and Associates, categorizing them by mission, expertise, geographic focus, thematic interest, and contributions to GEO's mission.
- Identify synergies and potential collaboration areas across partner profiles.

2. Partnership Development and Management

- Develop and implement a structured action plan to sustain, enhance, and expand partnerships with POs and Associates.
- Identify opportunities for joint activities, co-funding arrangements, and knowledge exchange.
- Coordinate with the Resource Mobilization and Member Services teams to ensure integrated partner engagement.

3. Engagement Opportunities and Outreach

- Establish and maintain a list of engagement opportunities (events, working groups, campaigns), specifying focus, target audience, and type of engagement.
- Facilitate participation of POs and Associates in GEO events, initiatives, and governance processes.

4. Liaison and Coordination

- Serve as the primary interface between the GEO Secretariat and POs/Associates.
- Facilitate connections between partners and relevant GEO Work Programme activities.
- Work closely with GEO Secretariat teams to ensure partner needs and contributions are effectively integrated into GEO's activities.

5. Monitoring and Reporting

- Track and report on the status and outcomes of partnerships.
- Contribute to the preparation of reports to the GEO Executive Committee, GEO Plenary, and other governance bodies on PO and Associate engagement.

3. WORK RELATIONSHIPS

Internal:

- Frequent contact with GEO Secretariat teams, including Member Services, GWP coordination, Communications, and Resource Mobilization.

External:

- Regular contact with POs, Associates, and other stakeholders, including governments, international organizations, research institutions, and civil society actors.

4. QUALIFICATIONS

Education:

Advanced university degree (Master's or equivalent) in international relations, environmental sciences, Earth observation, development studies, or a related field. A first-level university degree with additional two years of qualifying experience may be accepted in lieu of an advanced degree.

Experience:

- A minimum of five years of progressively responsible professional experience in partnership management, stakeholder engagement, or international programme coordination.
- Proven track record in engaging with intergovernmental organizations, research institutions, or multi-stakeholder partnerships in Earth observation or related fields.
- Proven ability to design and implement partnership strategies.
- Experience in representing organizations in international fora and negotiating partnership arrangements is highly desirable.

Languages:

Fluency in English (both oral and written) is required. Knowledge of another UN language is an asset. Note: The working language of the GEO Secretariat is English.

Other Requirements:

- Strong leadership and negotiation skills, with the ability to foster trust and build consensus among diverse stakeholders.
- Excellent English writing skills including the ability to provide clear, concise, audience-appropriate briefs, reports and concept notes.
- Excellent intercultural communication and facilitation abilities.
- Capacity to manage multiple, complex projects in a fast-paced, multicultural environment.
- Familiarity with Earth observation, sustainable development, or related thematic areas is an advantage.