

TERMS OF REFERENCE

Department: Group on Earth Observations (GEO) Secretariat

Section: Communications and Partnerships

Title of post: Partnerships Officer (Youth, Indigenous Peoples and External Partners)

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 GEO's strategic engagement with youth, Indigenous Peoples, and key external partners. The post will provide substantive expertise in partnership development, ensure effective stakeholder engagement, and guide the integration of youth and Indigenous perspectives into GEO's work. The incumbent will be expected to manage complex relationships, represent GEO at high-level fora, and contribute to the design and implementation of initiatives that advance GEO's strategic objectives.

2. DUTIES AND RESPONSIBILITIES

The incumbent will be responsible for the following duties:

1. Strategic Planning and Leadership

- Design, implement, and monitor a comprehensive plan of action to sustain, enhance, and expand GEO's relationships with youth and Indigenous Peoples, ensuring alignment with the GEO Strategic Plan and programme priorities.

2. Partnership Development and Networking

- Identify, cultivate, and manage strategic partnerships with youth-led organizations, Indigenous Peoples' networks, and other external

stakeholders; negotiate collaboration frameworks and agreements as appropriate.

3. Mapping and Managing Engagement Opportunities

- Establish and maintain an updated database of engagement opportunities, including thematic focus, target audiences, and type of engagement; ensure GEO's active participation in relevant events and platforms.

4. Youth Engagement

- Provide leadership for GEO's engagement with youth, including strengthening and facilitating the GEO Youth Community of Practice; develop targeted initiatives to expand youth participation in GEO activities.

5. Indigenous Peoples Engagement

- Act as the primary liaison with Indigenous Peoples' organizations and representatives; ensure their knowledge, priorities, and rights are reflected in GEO activities and policy discussions.

6. Advisory and Advocacy Role

- Advise the Secretariat leadership on strategies for inclusive stakeholder engagement; represent GEO in international meetings, panels, and conferences related to youth, Indigenous Peoples, and partnerships.

7. Reporting, Monitoring, and Communication

- Prepare analytical reports, progress updates, and briefing notes for senior management and governance bodies; contribute to GEO's communication outputs highlighting partnership successes and impacts.

3. WORK RELATIONSHIPS

Internal:

- Collaborates closely with GEO Secretariat programme teams, communications staff, and task leads to integrate stakeholder perspectives into programme activities.

External:

- Engages and maintains productive relationships with youth networks, Indigenous Peoples' organizations, governmental and non-governmental entities, international organizations, and other relevant stakeholders.
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4. QUALIFICATIONS**Education:**

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

Experience:

- A minimum of five years of progressively responsible professional experience in partnership development, stakeholder engagement, or community relations, with demonstrated achievements at the international or intergovernmental level.
- Proven track record in engaging with youth-led initiatives and/or Indigenous Peoples' organizations, preferably within the context of sustainable development, environment, or Earth observation.
- 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.