

**I. Post Information**

Position Function: **Outreach & Partnerships Specialist**  
Organizational Unit: LCR, Office of the RD  
Duty Station: Panama City, Panama  
Reports to: Outreach & Communications Specialist for Latin America and the Caribbean  
Source of Funding (*project/non-project*):

Current Grade:  
Proposed Grade: IICA-2 (ICS-10)  
Approved Grade:  
Post Classified by:  
Classification Approved by:

**II. Organizational Context**

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations.

Under the overall guidance and direct supervision of the Regional Specialist for Outreach and Communications, and in close coordination with the Office of the Regional Director and the Country Offices, the Outreach & Partnerships Specialist is responsible for developing and implementing the partnerships & outreach strategies at the regional and national levels in Latin America and the Caribbean.

**III. Functions / Key Results Expected**

1. Development and implementation of Outreach & Partnerships strategies for the positioning of UNOPS in Latin America and the Caribbean.
2. Development and follow up of outreach & partnerships opportunities in Latin America and the Caribbean with National Public Partners (NPP), donors, United Nations Agencies, private sector, academy, NGOs, media, among others.
3. Preparation of strategic outreach and communication's material and documentation in relation to current and potential UNOPS's partners.
4. Promote knowledge management, gender and innovation initiatives that increase the positioning of UNOPS at the regional and national levels.

Under the overall guidance and direct supervision of the Regional Specialist for Outreach and Communications the following activities should be coordinate for the Regional Office for LAC:

**1. Development and implementation of Outreach & Partnerships strategies for the positioning of UNOPS in Latin America and the Caribbean**

- Prepare and implement a comprehensive partnership development plan, that includes analysis of regional and national opportunities, identification of main partners, strategic positioning of UNOPS in the potential operational niches identified, as well as grow a pipeline opportunities for all countries in scope for Latin America and the Caribbean. Ensure plan reflects in-house capacity, typology of projects and the internal tools and knowledge resources.
- Examine risks and opportunities for strategic positioning of the Regional and National offices and propose appropriate responses to ensure sustainable alliances.
- Coordinate and collaborate with relevant Partnerships personnel at the national, regional and HQ level, to ensure aligned and coherent interactions with partners.

**2. Development and follow up of outreach & partnerships opportunities in Latin America and the Caribbean with National Public Partners (NPP), donors, Unite Nations Agencies, private sector, academy, NGOs, media, among others.**

- Monitor and evaluate development trends and needs to identify areas of collaboration with National Public Partners within UNOPS mandate and existing capacity.
- Establish and further develop partnerships with UN agencies, international organisations, governments, foundations, international NGOs and private sector organisations to diversify project opportunities in Latin America and the Caribbean.
- Research events, seminars, publications and announcements, to track and screen opportunities for possible UNOPS interventions and identify trends that will drive partnership opportunities.
- Provide advice and feedback to the Regional Office on the development of framework & collaborative partnership agreements that can increase opportunities at the regional and national levels.
- Contribute to the identification and negotiation of new projects and programs and draft concept notes and project document briefs for discussion with partners.
- Understand and clearly explain UNOPS pricing policy to partners.
- Contribute to the diversification of the partners in line with UNOPS strategic, national and Regional objectives.
- Participate and support the activities leaded by the Network of Communications, Outreach & Partnerships.

**3. Preparation of strategic outreach and communication's material and documentation in relation to current and potential UNOPS's partners.**

- In coordination with the Communications personnel and country offices, gather content for communications and outreach materials for any countries in LCR.
- Undertake advocacy, public information and communication activities in collaboration with the Communications Specialist and the Regional Network, when required.
- Participate in the elaboration of reports on the relevant government, inter-agency or donor coordination meetings including addressing project development issues in consultation with UNOPS project managers and technical experts when required. Take part in UN common planning and programming processes, including strategic country analysis, response plans, etc.
- Build a network of key partners, keeping abreast of evolving trends (social, economic, and political), including the application of innovation to project and partnership development.

#### 4. Promote knowledge management, gender and innovation initiatives that increase the positioning of UNOPS at the regional and national levels.

- Implement initiatives and tools to effectively address the development of partnerships, linked for innovative solutions, such as Fair Public Management and others.
- Contribute to the ongoing research, development and implementation of best practices and innovative approaches to maximise performance and sustain achievements in project and partnership development.
- Help build partnerships capacity and negotiation skills among UNOPS personnel in LCR.
- Contribute to the dissemination and sharing of best practices and lessons learned for planning and knowledge building within partnership development.
- Promote partnerships aimed at increasing the gender mainstreaming.
- Provide regular feedback on existing systems, tools and resources to ensure its relevance to day-to-day operations.

#### 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. **For people managers only:** 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.

	<p>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.</p>
	<p>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.</p>

<b>VI. Recruitment Qualifications</b>	
<p>Education:</p>	<ul style="list-style-type: none"> <li>• A Master’s degree preferably in Business Administration, Public Administration, International Development, Engineering, Political Science, Communications or International Relations.</li> <li>• A combination of Bachelor’s degree with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above.</li> </ul>
<p>Experience:</p>	<ul style="list-style-type: none"> <li>• At least 5 years of relevant professional experience, at national and/or international levels, in the areas of social and economic development and cooperation, managing external relations, partnerships and/or outreach.</li> <li>• Experience developing and executing partnership and programme development plans;</li> <li>• Experience establishing partnerships and/or external relations with UN agencies, international development organisations, governments, foundations, international NGOs, private sector organisations or similar.</li> </ul> <p>Experience in one or more of the following is desirable:</p> <ul style="list-style-type: none"> <li>• Preparation of strategic outreach and communication’s material;</li> <li>• Experience in strategy development and process development;</li> <li>• Project and programme management experience;</li> <li>• Prior experience working in international organisations, international development, post-disaster and/or emergency contexts; or</li> <li>• Prior experience in Latin America and the Caribbean.</li> </ul>
<p>Language Requirements:</p>	<ul style="list-style-type: none"> <li>• Full working knowledge of English and Spanish is essential.</li> </ul>

<b>VII. Signatures- Post Description Certification</b>		
<p>Incumbent (if applicable):</p>		
<p>Name:</p>		
<p>Title:</p>	<p>Signature:</p>	<p>Date:</p>
<p>Supervisor:</p>		
<p>Name:</p>		
<p>Title:</p>	<p>Signature:</p>	<p>Date:</p>

Chief Division/Section:

Name:

Title:

Signature:

Date: