

**I. Post Information**

Position Area: **Head of Partnerships for Latin America and the Caribbean (LAC)**

Position Level: **IICA3**

Position Function: -

Organizational Unit: LCR Regional Office

Duty Station: Panama City, Panama

Reports to: Regional Director (D2)

Source of Funding (*project/non-project*):

Current Grade:

Proposed Grade: ICS-11

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 organisations.

This position's geographical scope is the Latin America and the Caribbean (LAC) Region and is part of LAC Regional Director's strategic team.

Under the overall guidance and direct supervision of LAC Regional Director, and in communication with the Partnerships Group, the Head of Partnerships for LAC is responsible for the overall LAC regional partnership strategy as well as leading the partnerships and communications regional network, providing assurance, guidelines and prioritising service lines or country portfolios as required by the regional strategy, this may also include new countries where UNOPS LAC is planning to initiate or broaden operations.

III. Functions / Key Results Expected

1. Coordination and leadership of strategic partnerships in Latin America and the Caribbean
2. Development and follow up of partnership opportunities in Latin America and the Caribbean
3. Representation and inter-agency collaboration with the United Nations in Latin America and the Caribbean
4. Lead the partnerships and communication network of Latin America and the Caribbean
5. Knowledge management, innovation and gender mainstreaming in Latin America and the Caribbean

1. Coordination and leadership of strategic partnerships in Latin America and the Caribbean (LAC)

- Design, review, implement a comprehensive partnership strategy of UNOPS in LAC . This includes identification of main partners, strategic positioning of UNOPS in the potential operational niches identified, as well as grow a pipeline opportunities in LAC.
- Advise the Regional Director on relevant partnership opportunities for UNOPS Latin America and Caribbean Region (LCR).
- Examine risks and opportunities presented by the strategic positioning of LCR and propose appropriate responses to ensure sustainable growth.
- Advise and collaborate with Country Directors and partnerships focal points to ensure aligned and coherent interactions with partners.
- Advises and supports LCR country office Directors in negotiations with key strategic partners from Governments, International Financial Institutions, United Nations, private sector and civil society.
- Develops appropriate tools and systems to enhance coordination, track commitments and opportunities with partners, and strengthen coherence and cohesion of UNOPS overall positioning in the region
- Advises Country Office Directors in strengthening their capacity to collect and analyze partnership-related information, establishing strategies for improved and sustained partnerships;
- Creates a regional knowledge network between country offices focusing on building and managing strategic partnerships to facilitate exchange of information on best practices, standard business models and tools for mutual benefit of country offices.
- Act as liaison with HQ Partnerships and Liaison Group (PLG).
- Supervises the partnerships and communications team of the Office of Regional Director for LCR.

2. Develop opportunities and follow up of partnership opportunities in Latin America and the Caribbean

- Provide high level advice to identify areas of collaboration within UNOPS LCR mandate, strategy and existing capacity.
- Implements regional events, publications and announcements, to track and screen opportunities for possible UNOPS LCR interventions and identify trends that will drive partnership opportunities.
- Provide advice and feedback to Regional Director, Country Directors and UNOPS HQ Partnerships Group on the development of framework partnership agreements that can increase opportunities for the region with Governments, International Financial Institutions, United Nations, private sector and civil society.
- Advise and contribute to the identification, design, formulation and negotiation of new projects and programs and project document briefs for discussion with partners.
- In close collaboration with the Regional Director organize and actively participate in high level meetings (eg. President and minister level) aimed at developing potential partnerships.
- In close collaboration with Regional Director and Country Directors ensure and/or facilitate constant monitoring and analysis of targeted partners and collaboration opportunities in

3. Representation and inter-agency collaboration with the United Nations in Latin America and the Caribbean

- Establish and further develop partnerships with UN agencies, international organisations, governments, foundations, international NGOs and private sector organisations to diversify project opportunities within LCR.
- Undertake advocacy, public information and communication activities in collaboration with LCR Country Directors and the Regional Network of Partnerships & Communications
- On behalf of the Regional Director, participate in and report on the relevant inter-agency, donor and government coordination meetings including addressing project development issues in consultation with UNOPS Country Directors, project managers and/or technical experts when required. Take part in UN common planning and programming processes, including strategic country analysis, UNSDCF, 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.
- Promote the implementation of strategic partnerships related to Fair Public Management, 2030 Agenda, Sustainable Development Goal and the Common Agenda.

4. Lead the LCR partnerships and communication network of Latin America and the Caribbean

- Led the **Regional Network of Partnerships & Communications focal points for Latin America and the Caribbean** Act as secondary supervisor for Partnerships and Communications focal points in LCR country offices.
- Implement tools and processes that facilitate collaboration between country offices.
- Build teamwork, communication and collaboration among LCR Communications and Partnerships focal points to strengthen network capacities.
- Lead the network in the development of high-level content for communications and partnerships materials for LCR.

5. Knowledge management, innovation and gender mainstreaming in Latin America and the Caribbean

- Implement standards, tools and templates provided by the regional office and HQ to effectively manage partnership within the team to enhance/maintain UNOPS effectiveness. Contribute to the ongoing research, development and implementation of best practice and innovative approaches.
- Build partnerships capacity and negotiation skills among country directors and focal points.
- Contribute to the dissemination and sharing of best practices and lessons learned. Provide regular feedback on existing systems, tools and resources to ensure its relevance to day-to-day operations.

IV. Impact of Results

The effective and successful achievement of results by the Partnerships Regional Advisor impacts on the performance of LCR Multi Country and Country Office by maintaining a robust and diverse pipeline of prioritized partnership opportunities, which leads to sustainable growth of UNOPS LCR presence and strengthens the achievements of UNOPS LCR management results and the fulfilment of its mandate.

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.
	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:	A Master's degree preferably in Business Administration, Public Administration, International Development, Economics, Political Science, Communications or International Relations.
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	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.
Experience:	<p>At least 7 years of experience in partnerships in international development including demonstrated experience in:</p> <ul style="list-style-type: none"> • Leading regional or multi country partnerships strategies • Previous experience establishing sustainable partnerships with international cooperation, governments, UN agencies and/or international financial institutions; • Experience leading high-level relations with senior representatives from the public or private sector. • Experience in representing an institution/organisation in high-level meetings or forums. <p>Prior experience working in the public sector, international organisations and international development, contexts would also be an advantage.</p>
Language Requirements:	<p>Full working knowledge of Spanish and English is essential.</p> <p>Fluency in French and Portuguese is an advantage.</p>

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: