

**I. Post Information**

Position Function: Partnerships Assistant	Current Grade:
Organizational Unit: LCR, Office of the RD	Proposed Grade: LICA 4
Duty Station: Panama City, Panama	Approved Grade:
Reports to: Outreach & Communications Regional Specialist for Latin America and the Caribbean	Post Classified by:
Source of Funding (<i>project/non-project</i>):	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 Partnerships Assistant is responsible for supporting in the development and implementation of the partnerships & outreach strategies at the regional and national levels in Latin America and the Caribbean.

III. Functions / Key Results Expected

1. Support in the development and implementation of Outreach & Partnerships strategies for the positioning of UNOPS in Latin America and the Caribbean.
2. Support in the 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. Support in the 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 coordinated for the Regional Office for LAC:

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

- Aid in the preparation and implementation of 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.
- Aid in the coordination and collaboration with relevant Partnerships personnel at the national, regional and HQ level, to ensure aligned and coherent interactions with partners.

2. Support in the 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.

- Support the establishment and further development of partnerships with National Public Partners, 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.
- Support the implementation of activities led by the Network of Communications, Outreach & Partnerships.

3. Support in the 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, support the gathering content for communications and outreach materials for any countries in LCR.
- Contribute to advocacy, public information and communication activities in collaboration with the Communications Specialist and the Regional Network, when required.
- Collaborate in the elaboration of reports for partners.
- Aid in building a network of key partners, keeping abreast of evolving trends including the application of innovation to project and partnership development.

4. Contribute to the promotion of knowledge management, gender and innovation initiatives that increase the positioning of UNOPS at the regional levels.

- Participate in the implementation of 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.
- Contribute to the dissemination and sharing of best practices and lessons learned for planning and knowledge building within partnership development.
- Participate in the promotion of partnerships aimed at increasing the gender mainstreaming.

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.

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VI. Recruitment Qualifications	
Education:	<p>High School diploma is required</p> <p>Technical studies, bachelor's degree or other academic certificates in a relevant field such as Business Administration, Public Administration, Economics, International Development, Political Science, Communications or International Relations will be considered an advantage and may replace some years of experience.</p>
Experience:	<p>At least 4 years of experience (or less depending on academic certifications) in support roles including experience in:</p> <ul style="list-style-type: none"> Supporting the development of partnerships & outreach with UN agencies, international development organisations, governments, foundations, academy, international NGOs or private sector organisations. Supporting the elaboration of communication material, products, campaigns. <p>Desirable prior experience working in international organisations, international development.</p>
Language Requirements:	<p>Spanish fluent level is required.</p> <p>English intermediate level is required. English fluent level is an advantage.</p> <p>Fluency in French or Portuguese is desirable .</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: