

## I. Post Information

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

Position Level: **IICA3**

Position Function: Partnerships

Organisational 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. Organisational 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 (UN), 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 regional strategic team. The incumbent will directly supervise one Regional Partnerships Specialist and one Regional Communications Specialist, and will lead the Regional Partnerships and Communications (P&C) Network composed of 40 P&C professionals located across 13 countries in LAC.

Under the guidance and direct supervision of LAC Regional Director, the regional Head of Partnerships (HP) will coordinate and assure that UNOPS's capacities directly contribute to the acceleration of the 2030 Agenda, Our Common Agenda, the priorities of Member States in the LAC, UN entities, international financial institutions (IFIs) and cooperation, civil society and academia, etc. The HP will also lead the initial development of public partnerships in LAC countries where UNOPS wants to start the provision of services.

The Regional HP will be part of the Regional strategic Management Team, led by the Regional Director and comprising the Directors of Country offices and other key roles.

## III. Functions / Key Results Expected

### Summary of Functions:

Under the direction and supervision of the Regional Director the Head of Partnerships:

A) is accountable for:

1. Lead the Partnerships and communication UNOPS Network in Latin America and the Caribbean, by providing guidance and substantive leadership in collaboration with the Partnership Regional Specialist and the Communications Regional Specialist;
2. Formulate and guide the implementation of strategic Plan of Actions, assure their implementation, provide technical guidance when needed.
3. Coordinate thru the Communications Regional Specialist the preparation and dissemination of all the products related to Communications and Partnership prepared by UNOPS in the region
4. In close collaboration with the LCR Coordinator of Regional Activities: prepare and/or supervise the preparation of all the contributions of UNOPS to the Regional Coordination Platform of the United Nations in Latin America and the Caribbean where UNOPS is represented by the RD.
5. Development and set up of new partnerships in countries not covered by the UNOPS network of national offices.
6. Development and creation of regional and sub-regional long-term partnerships with public institutions, and representatives and from civil society, IFIs, UN agencies, the international community, and academia.
7. The preparation/supervision of the preparation of background information and proposals for high-level meetings of the RD. Participate and identify UNOPS' interests for those partnerships.

B) in collaboration with other Units and colleagues, the HP is responsible to provide strategic and operative contributions in the following areas;

1. Contribute to the acceleration of the 2030 Agenda and the implementation of Our Common Agenda,
2. Strategic Management of UNOPS in Latin America and the Caribbean: the HP is part of the UNOPS regional Management Team, comprising the RD, the Heads of UNOPS national office and a few other critical roles.
3. Support to national communication and partnership prioritised and/or strategic initiatives.

## **Description of Main Functions:**

### **(A) 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
- 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 specialist and communications specialist of the Office of Regional Director for LCR.

### **(B) 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.
- 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 organise 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

### **(C) Representation and inter-agency collaboration with the United Nations in Latin America and the Caribbean**

- Promote the implementation of strategic partnerships related to Fair Public Management, 2030 Agenda, Sustainable Development Goal and the Common Agenda.
- Establish and further develop partnerships with UN agencies, international organisations, 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.

#### **(D) Lead the Head of the Partnership network and the Head of the Communications network**

- Supervises the Partnerships & Communications Network and provides sound strategic guidance and leadership and senior level advice to P&C Team Leads at country offices in LAC.
- Design and coordinate the Implementation tools and processes that facilitate collaboration between country offices.
- Build a culture of trust, teamwork, communication and collaboration among LCR Communications and Partnerships focal points to strengthen network capacities.
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#### **(E) 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 partnerships 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 Head of Partnerships impacts on the performance of LCR Multi-Country and Country Offices by maintaining a robust and diverse pipeline of prioritised 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 organisation. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organisation.



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organisational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.

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|---|---|
|    | Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. <b>For people managers only:</b> 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 maximises 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:                     | <ul style="list-style-type: none"> <li>• A Master's degree preferably in Business Administration, Public Administration, International Development, Economics, Political Science, Communications, International Relations or other relevant areas.</li> <li>• A combination of a 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>                         |
| Experience:                    | <p>At least 7 years of relevant experience in partnerships and public relations including demonstrated experience in:</p> <ul style="list-style-type: none"> <li>• Public partnerships related to the field of sustainable development in Latin America and the Caribbean, for example establishing sustainable partnerships with international cooperation organisations, government entities, UN agencies, international financial institutions, etc.</li> </ul> |

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|------------------------|--|
|                        | <ul style="list-style-type: none"> <li>• Leading regional or multi country partnerships strategies or negotiations.</li> <li>• Experience leading high-level public relations, such as developing high-level networks with the public or private sector, and representing an institution/organisation in high-level meetings or forums.</li> </ul> |
| Language Requirements: | <ul style="list-style-type: none"> <li>• Full working knowledge of Spanish and English is essential.</li> <li>• Fluency in French and Portuguese is an advantage.</li> </ul>   |

| VII. Signatures- Post Description Certification |                |       |
|---|----------------|-------|
| Incumbent <i>(if applicable)</i> :              |                |       |
| Name<br>:                                       |                |       |
| Title:  | Signature<br>: | Date: |
| Supervisor:                                     |                |       |
| Name<br>:                                       |                |       |
| Title:  | Signature<br>: | Date: |
| Chief Division/Section:                         |                |       |
| Name<br>:                                       |                |       |
| Title:  | Signature<br>: | Date: |