

I. Position Information

Position Area: **Partnership Officer**

Position Level: **Officer**

Position Function: -

Organizational Unit: **NCRP project**

Duty Station: **Maputo**

Reports to: **Country Manager**

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

Current Grade:

Proposed Grade:

Classified Grade: ICS-8

Approved Grade:

Post Classified by: Visar Vrenezi

Classification Approved by:

II. Organizational Context

Background:

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. UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian and development projects. 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.

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The Project Office is responsible for managing strategic and operational risks associated with the Project Office's portfolio of engagements – as part of the Mul Country Office set up, developing and delivering cost effective services contributing to partners' sustainable results and achievements of UNOPS management results.

UNOPS in Mozambique supports its partners efforts to achieve the Sustainable Development Goals. By providing a range of services, including fund management and administrative services, as well as infrastructure and procurement services, UNOPS supports peace and reconciliation efforts, improves health services and helps build a more sustainable future for the people of Mozambique.

The Mozambique Project Office operates as an integral part of the Kenya Mul Country Office management structure.

Under the overall supervision of the Country Manager and in accordance with UNOPS policies, procedures and practices, the Partnership Officer will work towards strengthening UNOPS KEMCO presence in Mozambique through the development of projects and relationships with key stakeholders.

III. Functions/Key Results Expected

Summary of Key Functions

- In consultation with the Country Manager, the Partnership Officer supports project development and resource mobilization in Mozambique within UNOPS key focus and service areas through the following:
- Identify funding opportunities related to governments, international/national agencies, multilateral institutions, non-governmental organizations, foundations and the private sector.
- In conjunction with the project managers, develop expression of interests, concept notes and proposals for potential new projects and prepare budgets and costing for all new project proposals
- Develop and design all communications materials, including factsheets, presentations, capacity statements, Mozambique positions, FAQs and drive advocacy, visibility and outreach initiatives with potential partners
- Coordinate and participate in meetings with donors and partners and produce high quality meeting minutes and action oriented summaries
- Update and maintain the project tracking sheet, meeting records database and other tools
- Conduct country wide research and analysis on donor and partners focus areas, funding cycles, processes and identify opportunities for Mozambique project development
- Support the Project Managers by reviewing progress reports and other external communication as and when needed
- Liaise and coordinate with the KEMC PDO team
- Monitoring and Progress Controls
- Update and develop advocacy materials and factsheets and other communication materials for stakeholder engagement as required
- Build a network of key partners, keeping abreast of evolving social, economic and political trends.
- Support the Country Manager in his/her engagements with potential partners
- Update and maintain the tracking sheet and provide data on the Business Acquisition pipeline
- Perform necessary tasks as the lead developer for all new projects that do not have an incumbent PM
- Maintain up-to-date repository of all donors, funding cycles and engagement modalities
- Frequent travels to Pemba as required

IV. Competencies



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others.



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.



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.

V. Recruitment Qualifications

Education	<ul style="list-style-type: none"> Advanced university degree (Master's degree or equivalent) preferably in economics, management, international affairs, political science, development studies or other related area
Experience	<ul style="list-style-type: none"> A minimum of 2 years of relevant work experience is required Experience in Stakeholder Management is desired Experience in Partner engagement is an asset Proposal and report writing is highly desired Experience in Proposal writing Experience in Business development and Partner Management is desired

	<ul style="list-style-type: none"> • Ability to work with computer and office software packages and knowledge of spreadsheet and database package
Language Requirements	<ul style="list-style-type: none"> • Full working knowledge of English is required. • Full working knowledge of Portuguese is desired.