



## JOB PROFILE

### I. Position Information

Position Area: **Partnerships Senior Officer**

Position Level: **Officer**

Position Function: -

Organizational Unit: **Partnership Development Office**

Duty Station: **Nairobi**

Reports to: **Partnerships Advisor**

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

Current Grade:

Proposed Grade: P2

Classified Grade:

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 UNOPS East and Southern Africa Office manages a growing portfolio of engagements. The East and Southern Africa sub-region currently consists of an established Multi-Country Office (MCO) in Nairobi/Kenya which manages a portfolio of engagements in 14 countries. This includes primarily transactional projects in partnership with the Nairobi-based UN Agencies, UN-Habitat, WHO, UNHCR and UNEP, and multiple 'operational' projects in Kenya, Somalia, Malawi, Uganda, Tanzania, Mozambique, Zambia and Zimbabwe. Through partnerships with other UN agencies, (non-) governments, bi-, or multi-lateral organizations and the private sector, UNOPS is helping people to build better lives and supporting countries as they achieve peace and sustainable development.

Under the overall supervision of the Partnerships Advisor and in accordance with UNOPS strategy, policies, procedures and practices, the Partnership Officer will work towards contributing to the growth and diversification of UNOPS East and Southern Africa project portfolio through support to partnership and engagement development in countries covered by this office.

### III. Functions/Key Results Expected

#### Summary of Key Functions

In consultation with the Partnerships Advisor, the JPO supports project and partnership development, as well as resource mobilization, with but not limited to a broad understanding of public procurement, principles of good governance, sustainability, green growth, innovation, and inclusivity, contributing to the national development agenda and achievement of SDGs, in countries covered under the UNOPS East and Southern Africa Office. The key focus and service areas of this JPO assignment are the following:

- Assist in promoting the integration of environmental, social, and governance principles into procurement, infrastructure development, and project management practices, aligned with UNOPS guidelines and available tools.
- Carry out relevant research and compile data/information analysis in order to help advance countries' ability to operationalize the implementation of innovative approaches such as e-procurement platforms, private sector engagement, and collaborative buying models.
- In conjunction with the project managers, partnerships team, and/or other colleagues as may be guided and assigned by the Partnerships Advisor, develop expression of interests, concept notes, proposals, and agreements for potential new projects and prepare budgets and costing for all new project proposals in compliance with the internal requirements for necessary clearances.
- Work in close consultation with the Partnership Development Office, partnerships team, and/or communications focal points to:
  - Assist in the development and maintenance of up-to-date communications and knowledge management materials as needed, including factsheets, presentations, and capacity statements, including on UNOPS procurement ('purchase for impact') and procurement advisory services;
  - Support the identification and organization of visibility and outreach initiatives and events with potential partners, including research, intelligence gathering, planning, coordinating logistical arrangements, preparing and curating content for the targeted audiences, hosting events and activities, and reporting on content and results;
  - Undertake country-based preliminary research and analysis as may be required by the Partnerships Advisor to inform if a business case exists to pursue any specific and robust partner interactions on UNOPS transactional procurement and/or procurement advisory services.
- Coordinate and participate in meetings with partners and produce succinct meeting minutes and action-oriented summaries.
- Work closely with the Nairobi-based Partnership Development Office and in-country partnership specialist(s) or equivalent to build on existing information on country-wide research and analysis on donor and partner focus areas, funding cycles, and processes and identify funding and/or co-creation opportunities for country-specific, as well as multi-country project development (if relevant). Such opportunities may include those related to bi-/multi-lateral donors, governments, international, regional, or national agencies, multilateral institutions, non-governmental organizations, foundations, and the private sector.
- Liaise and coordinate with the East and Southern Africa partnerships team and other units within MCO as required to support all the other areas of partnership development, including the revision of the Business Plan and compilation of other written outputs.

#### Monitoring and Progress Controls

- Coordinate with relevant partnership colleagues to produce timely inputs to internal reports or documents as needed on the engagement pipelines, partnership highlights, and engagement projections, among others.
- Support to build a network of key partners, keeping abreast of evolving social, economic, and political trends.
- Support the Partnerships Advisor in his/her engagements with potential partners.

## 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

<b>Education</b>	<ul style="list-style-type: none"><li>• Advanced university degree (Master's degree or equivalent) preferably in economics, management, international affairs, political science, development studies, or other related area</li><li>• Applicants with a Bachelor's Degree with additional 2 years of relevant working experience may also be considered in lieu of the Master's Degree.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• A minimum of 2 years of relevant work experience is required</li><li>• International experience and/or knowledge, particularly related to Africa is desired</li><li>• Experience working in a multi-cultural, multi-stakeholder engagement environment in an international setting is an asset</li><li>• Experience in proposal and report writing, including budget preparations and quantitative skills, as well as knowledge and application of Logical Framework and Monitoring and Evaluation is highly desired</li><li>• Experience in Business Development and Partner Management is desired</li><li>• Ability to work with computer and office software packages, including spreadsheet and database package</li></ul>
<b>Language Requirements</b>	<ul style="list-style-type: none"><li>• Full working knowledge of English is required.</li><li>• A working knowledge of Portuguese is an asset but is not essential.</li></ul>