



## **Job Description**

**Job Title:** Temporary Appointment: Mobilization and Strategic Partnerships Specialist for Humanitarian Response. (Level: NOA)

**Job ID:**

**Location:** Caracas, Venezuela.

### **Background Information**

**PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY FOR NATIONALS OF VENEZUELA ONLY**

### **Resource Mobilization and Strategic Partnerships Specialist for Humanitarian Response**

Duty Station: Caracas, Venezuela.

Closing Date: September 19th

Duration: One year

Post Type: Temporary Appointment / NOA

### **The Position:**

The Resources Mobilization and Strategic Partnerships Specialist for Humanitarian Response is located in the UNFPA Venezuela Country Office (CO) and reports to the Head of Office. The incumbent works under the supervision of the Head of office and in close collaboration with the Humanitarian Operations Coordinator and in close coordination with the Monitoring and Evaluation team and Communication team. S/he also works closely with other programme and operations officers and contribute with strategic guidance to ensure efficient, effective, and timely design and delivery of UNFPA CO's country programme results and humanitarian aid.

### **How You Can Make a Difference:**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

## **Job Purpose**

The Resources Mobilization and Strategic Partnerships Specialist guides the UNFPA CO's strategic positioning. S/he is responsible for providing strategic advice and hands-on content creation and support, to ensure the best possible coverage for UNFPA's mandate in Venezuela and to contribute towards effective and efficient donor/cooperation agency/UN partners' relations management.

## **Main Tasks & Responsibilities**

The incumbent will coordinate the production of relevant, high quality and results-driven content and communication materials, including but not limited to context analysis, financing appeals, statements and reports, for a range of audiences and stakeholders, including Government, donors/funders, cooperation agencies, media, humanitarian entities, UN agencies and private sector partners.

S/he will lead the design and implementation of the country office partnerships building and resource mobilization strategy. The incumbent will direct the resource mobilization efforts to ensure quality and timeliness of donor reports, funding proposals and other external communication materials for optimizing the office's resource mobilization capacity and demonstrating "value for money" to donors through effective resource mobilization and communication of results.

As responsible for positioning UNFPA in an ever-changing context, the incumbent will contribute to garner political, substantive and financial support for UNFPA's mandate and work in the country. This involves environmental scanning, relationship building and management, substantive dialogue and the negotiation with donors, cooperation agencies and UN partners. In this regard, s/he analyses and assesses relevant political, social and economic trends, both at the international and national levels, and provides substantive inputs to project formulation and evaluation, programming initiatives and frameworks.

The Resources Mobilization and Strategic Partnerships Specialist will assist the strategic planning process in light of the political context, the humanitarian response architecture, and the program action in the development agenda. S/he will provide advisory and perform any other strategic task that contribute to better position the UNFPA mandate in the country in line with an effective implementation of the humanitarian, development and peace nexus.

In close coordination with programme officers, the incumbent may facilitate UNFPA contributions during interagency strategic planning processes. The incumbent will advocate for the relevance of the three transformative zeros and the ICPD25 in the COVID-19 Interagency Plan, the Early Socio-Economic Response and any other strategic plan, as a concrete UNFPA's contribution for the implementation of the humanitarian, peace and development nexus. S/he will advise on strategies and lead the establishment

of partnerships to implement the Youth, Peace and Security UNFPA Agenda (Security Council resolution 2250) in the country.

The Resources Mobilization and Strategic Partnerships Specialist will maintain a close communication with the CO's units and field presence. S/he will provide operational and strategic advisory to the UNFPA Representative and the Humanitarian Operations Coordinator, acting as a critical interface with all units within the country office. The incumbent will establish and facilitate information flow mechanisms to ensure timely and quality decision-making process by the HoO and the alignment with the strategic position purpose. S/he also maintains a close relationship with key units in the UNFPA Latin America and the Caribbean Region Office (LACRO) and Headquarters.

## **Qualifications and Experience**

### **Education:**

Master's degree in international development studies, social sciences and/or business administration, public administration or related field.

### **Knowledge and Experience:**

5 years progressively relevant experience;

Specialized knowledge of international development policies, international affairs, populations and related activities.

Background in planning, reporting and resource mobilization, work experiences at the UN System will be considered an advantage;

Strong analytical ability and professional experience in representing an organization;

Excellent writing and oral communication skills.

Excellent interpersonal and negotiation skills are necessary in this position.

Advanced computer skills are necessary;

### **Language:**

Fluency in Spanish and English is required; knowledge of another of the UN language will be considered an asset.

## **Required Competencies**

### **Values:**

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system

- Embracing diversity in all its forms
- Embracing change

**Core Competencies:**

- Achieving Results
- Being Accountable
- Developing and Applying Professional Expertise/Business Acumen
- Thinking analytically and Strategically
- Working in Teams/Managing Ourselves and our Relationships
- Communicating for Impact

**Functional Competencies:**

- Advocacy/advancing a policy oriented agenda
- Leveraging the Resources of national governments and partners/building strategic alliances & Partnerships
- Delivering Results Based Programmes
- External & Internal relations & Advocacy for resource mobilization
- Leading Global Advocacy for organizational priorities
- Creating visibility for the organization
- Mobilizing Resources

**Managerial Competencies:**

- Providing strategic focus
- Engaging in internal/external partners and stakeholders
- Leading, developing and empowering people, creating a culture of performance
- Making decisions and exercising judgment

**Ideal UN Leadership Characteristics:**

- Norm-based - grounded in UN norms and standards

- Principled - defends norms and standards without discrimination, fear or favor
  - Inclusive of all personnel and stakeholders
  - Accountable
  - Multi-dimensional
  - Transformational
  - Collaborative
  - Self-applied - modelled in our own behavior
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### **UNFPA Work Environment**

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

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UNFPA does not solicit or require information about HIV / AIDS from its employees, nor does it tolerate discrimination based on HIV / AIDS status.

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### **Closing Statement**

#### **HOW TO APPLY:**

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at <http://www.unfpa.org/employment>.

Please print out the Guide for your reference during the registration and application process.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

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**Disclaimer**

WARNING TO APPLICANTS: UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you have received a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web. Should you feel that you have received a fraudulent notice, letter or offer that makes use of the name or logo of UNFPA, you may submit a report through the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

Notice to applicants: In accordance with the rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, are required to renounce such status upon their appointment. Exceptions to this rule are very limited and can be made only for: (a) stateless persons; (b) newly appointed staff members who have applied for citizenship by naturalization, when such citizenship will be granted imminently; (c) acting staff members in the General Service and related categories with permanent residency status, on promotion to the Professional category; (d) staff members appointed under a temporary appointment. Please understand that UNFPA is not in a position to provide advice on or assistance in applying for any citizenship.

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