Programa de las Naciones Unidas para el Desarrollo

CIRCULAR N°: 10

A: Representantes, Directores/as
   Personal de Naciones Unidas
   Candidatos/as externos/as al Sistema de Naciones Unidas

De: Maribel Gutierrez
    Representante Residente del PNUD en Cuba

Asunto: Anuncio de vacante Oficial de Coordinación para el Desarrollo/Alianzas y Financiamiento del Desarrollo

Tengo el agrado de invitar a todas las personas interesadas de dentro o fuera del Sistema de Naciones Unidas en Cuba y que reúnan los requisitos estipulados en la Descripción del Puesto que acompaña esta circular, a presentar su candidatura para el siguiente puesto en la Oficina de la Coordinadora Residente del Sistema de las Naciones Unidas en Cuba (RCO)

Contexto

Con la Agenda 2030 para el Desarrollo Sostenible en el centro, y en respuesta a la resolución 71/243 de la Asamblea General en la revisión cuatrienal de la política de actividades operacionales para el desarrollo del Sistema de las Naciones Unidas, el informe del Secretario General de las Naciones Unidas (diciembre de 2017) “Reposicionando el Sistema de Desarrollo de las Naciones Unidas para cumplir con la Agenda 2030: nuestra promesa de dignidad, prosperidad y paz en un planeta sano” presenta una propuesta integral de fortalecimiento del Sistema de Coordinadores/as Residentes de las Naciones Unidas para garantizar un apoyo más coherente, responsable y efectivo a La Agenda 2030. Apoyado aún más por la resolución 72/729 de la Asamblea General, de 1 de junio de 2018, se otorgó al Secretario General el mandato de implementar el reposicionamiento del Sistema. Un Sistema de Coordinadores/as Residentes fortalecido es el centro de un Sistema de Desarrollo de las Naciones Unidas reposicionado. El informe subraya que las Oficinas de Coordinadores/as Residentes deberán contar con el personal adecuado para garantizar capacidades sustantivas suficientes para guiar los equipos de las Naciones Unidas en los países. La capacidad principal incluirá experiencia en coordinación y planificación estratégica, economía, apoyo a políticas específicas, monitoreo y evaluación de resultados y alianzas estratégicas, además de una sólida capacidad de comunicación dentro del equipo de las Naciones Unidas en el país. Este anuncio es parte de esta nueva generación de Oficinas de Coordinadores/as Residentes, con nuevas habilidades y competencias necesarias para apoyar la Agenda 2030.
Las personas interesadas deberán presentar una carta de motivación con extensión no mayor a una cuartilla y el formulario de Historia Personal P.11 de la ONU que acompaña esta Circular, el cual puede ser reproducido y deberá presentarse/enviarse correctamente completado y firmado.

El puesto está abierto a todas las personas interesadas. Esta Oficina se reserva el derecho de responder sólo a las candidaturas que cumplan los requerimientos anunciados en la vacante.

La persona será contratada bajo la modalidad de Contrato a Plazo Fijo (Fixed Term Appointment), por periodo de un año, que puede ser prorrogable.

La información requerida puede entregarse por vía email a: sara.ochoa@undp.org y maricharo.diaz@undp.org o presentarse en sobre sellado en la sede de nuestra Oficina sita en Calle 18 No. 110 entre 1ra y 3ra Miramar, Playa, La Habana. Debe indicarse como asunto VACANTE OCR Oficial de Coordinación para el Desarrollo/Alianzas y Financiamiento del Desarrollo.

Las postulaciones serán recibidas hasta el viernes 31 de mayo del 2019 a las 4:30 pm.

Mucho les agradeceré su atención a esta Circular.
Generic Job Profile
Development Coordination Officer, Partnerships and Development Finance - NOC

Organizational Setting and Reporting Relationships: The position is located in the United Nations Resident Coordination Office (RCO) in multiple countries and typically reports to the Senior Development Coordination Officer, Strategic Planning and RCO Team Leader.

Responsibilities: Within delegated authority, the Development Coordination Officer, Partnerships and Development Finance will be responsible of the following duties: (These duties are generic and may not be carried out by all Development Coordination Officers, Partnerships and Development Finance.)

Summary of Functions:
1. Provides substantive support for strategic planning for and coordination of UN Country Team (UNCT) partnerships
2. Participates in joint resource mobilization for the UN Development Assistance Framework (UNDAF)
3. Provides substantive support on financing for accelerating the achievement of the Sustainable Development Goals (SDGs)
4. Supports knowledge management and capacity development

Description of Functions:

1. Assists with the provision of substantive support for strategic planning for and coordination of UNCT partnerships

   • Provides advice on the development and implementation of the UN Partnership Strategy in alignment with and support of the UNDAF in the country;
   • Monitors and assesses the strategy at regular intervals to harness new emerging opportunities, to anticipate changes to the internal direction and external environment, and to make mid-term adjustments;
   • Provides substantive support to the Resident Coordinator (RC) and the UNCT in identifying risks and opportunities related to specific partnerships, and suggests mitigation measures as relevant;
   • Provides inputs on due diligence processes of potential investment and partnership opportunities, in accordance with UN regulations and procedures;
   • Provides substantive support to RC/UNCT to develop and implement locally-tailored partnerships and resource mobilization strategies and initiatives;
   • Contributes to dialogues with partners to improve development assistance policies and practice;
• Plans and facilitates liaison and coordination with UN entities at country, regional and HQ levels, to help package and define UN business strategies, including differentiated value propositions, to attract partners, both traditional and non-traditional.

2. Participates in joint resource mobilization for the UNDAF

• Provides substantive support to RC/UNCT to develop and implement locally-tailored resource mobilization strategies and initiatives, and identify appropriate data and benchmarks to measure progress and success;
• Monitors and analyzes existing resource mobilization partnerships and relationships, including those with high net worth;
• Plans and facilitates the design, formulation, implementation, monitoring and reporting of joint programmes and programming processes for use in joint resource mobilization;
• Provides substantive support for the production and distribution of marketing materials to raise awareness about opportunities for working with the UN on SDG investment;
• Contributes to building the UN brand via events, media and public relations opportunities targeted to the diverse partners, in close collaboration with the UN Communications Group.

3. Provides substantive support on financing for accelerating the achievement of the SDGs

• Provides substantive support on financing for development options, instruments, modalities to the RC/UNCT, in alignment with the Common Country Analysis (CCA), UNDAF, MAPS (Mainstreaming, Acceleration and Policy Support) and similar processes;
• Analyzes trends and provides advice on new and innovative financing mechanisms for development and SDG acceleration;
• Provides inputs for briefing papers and discussion points on issues related to financing for development for consideration by RC/UNCT;
• Plans and facilitates engagements with external stakeholders - including the national government, international financial institutions and others - on financing for SDG acceleration;
• Undertakes the design and execution of innovative proposals to strengthen the UNCT engagement and reputation, and to generate greater financial resources in support of the SDGs;
• Assists in the establishment and management of the country-based SDG Fund, in close collaboration with UN Multi-Partner Trust Fund Office (where relevant).

4. Supports knowledge management and capacity development

• Plans and facilitates the development, maintenance and sharing of knowledge and intelligence, to ensure RC/UNCT are informed and positioned to effectively generate and harness opportunities to meet its resource mobilization targets;
• Contributes to knowledge networks and communities of practice at national, regional and global levels;
• Undertakes activities to strengthen the capacity of UNCTs to mainstream and promote SDG investment partnerships;
• Provides substantive support for the discovery, evaluation and selection of partnership opportunities at the sourcing and origination stages.
Competencies:

- **Professionalism:** Ability to apply sustainable development theories, concepts and approaches. Ability to conduct independent research and analysis on sustainable development topics, determine suitability, validity and accuracy of data provided by different sources. Shows skill in developing sources for data collection. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
Qualifications:

Education: Advanced university degree (Master's degree or equivalent degree) in business or public administration, sustainable development, social sciences, education or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of five years of progressively responsible experience in providing strategic support to partnerships, project/programme management, resource mobilization or development finance in the context of development cooperation or related area is required.

Language: Fluency in one of the working languages of the UN Secretariat, English is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Additional requirements: National Professional Officers are nationals of the country in which they are serving, and their functions must have a national context, i.e. functions that require national experience or knowledge of the national language, culture, institutions, and systems.

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**Signatures - Job Description Certification**

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