



Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	LACR
Category:	IP (International Professionals)	Country:	Panama
Reason for Classification:	Establishment of a new post	Duty Station:	Panama City
Level:	P-3	Office:	Regional Office
Title:	Implementing Partnership Management Specialist	Section:	Operations
Title Information in Parenthesis:		Unit:	Operations
CCOG Code:	1A02e	Case Number:	
UNICEF Code:	PMA	Post Number:	129557
Classified by:	Zsuzsa Penczu	Classified Date:	12/5/2024
Organizational Context:	<p>The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias, or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic, and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education, and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. Therefore, the focus on equity is so vital. It accelerates progress</p>		

towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations. UNICEF works in partnership with a wide range of implementing partners, both government and CSO partners, to deliver results for children across the globe. Effective implementing partnership management is therefore essential for ensuring that resources are utilized as intended and results are being achieved.

The Implementing Partnership Management Specialist is located in the Regional Office and reports to the Risk & Compliance Management, which is a position within the Regional Operations section. The team provides guidance and oversight to LACR COs in the implementation of Division of Data, Analytics, Planning and Monitoring (DAPM)'s Programme Implementation Procedure and associated Handbook which currently covers work planning, HACT planning and execution, CSO collaboration and PSEA assessment for partners.

Purpose of the Job:

The Implementing Partnership Management Specialist provides oversight, quality assurance and technical support to the management of implementing partnerships and compliance with the respective operational policies and procedures and mainstreaming of risk-based implementing partnership management in the region.

Key functions, accountabilities and related duties/tasks:

1. Support to implementing partnership management
2. Oversight and quality assurance
3. Analysis, monitoring, and reporting
4. Innovation, knowledge management and capacity building

1. Support to implementing partnership management

- Provide technical assistance to country offices in the formalization of partnerships with government, civil society organizations and other implementing partners in line with relevant policies, procedures and guidelines including the CSO procedure and guidance on work plans.

- Provide technical assistance to country offices in the implementation of HACT in line with the HACT Policy and Procedure and other relevant organizational policies, procedures, and guidelines, including the Finance and Administrative Policy 5: Cash Disbursements Supplement 3- Cash Transfers (HACT).

- Guide, advise and support country offices in HACT processes and the development of country level assessment and assurance plans.

- Guide, advise and support country offices in the use of UNICEF tools and systems (i.e. eTools, InSight, VISION) as it relates to implementing partnership management.

- Support COs in strengthening risks management related to Implementing Partnerships and HACT activities, making sure that (i) systemic issues are identified, analyzed, and addressed holistically across the region, (ii) linkages with other work streams (partnerships/Donor relations, supply/procurement, finance and administration, human resources, planning and monitoring, emergency, etc..) are established and coordinated.

2. Oversight and quality assurance

- Provide oversight and ensure quality assurance process are in place on the implementation of HACT assurance activities and the use of the FACE form at the country level. This includes the quality of assurance reports and follow-up and escalation of findings of assurance activities consistent with the HACT Procedure.

- Provide oversight and ensure quality assurance processes are in place on the implementation of the CSO Procedure. This includes ensuring that partners are selected in accordance with the CSO Procedure, time limits for operationalizing partnerships are met, especially in humanitarian responses, results are clearly articulated and SMART and budgets reflect actual requirements for achieving results.

- In collaboration with the regional focal points, ensure coherence and articulation of AAP and PSEA in the implementation of partnership across the region.

- Contribute to joint Operations and Programmes peer reviews to assess gaps in partnerships management and address them, as well as good practices that can be expanded across the region.

3. Analysis, monitoring, and reporting

- From a regional perspective, monitor and report on the status of HACT implementation at the country level using corporate tools and systems such as eTools and InSight and identify high risk areas requiring special support.

- Prepare regional reports for Regional Office and Headquarters as may be required.

- Analyze and monitor cash transfers at regional and country level.

4. Innovation, knowledge management and capacity building

- Support and facilitate country office capacity and knowledge exchange on in-country implementing partnerships management intra-office processes.
- Support and facilitate country office capacity development activities of staff on implementing partnership management with a special focus on implementation of HACT and CSO Procedures.
- Support and facilitate implementing partners capacity development activities on implementing partnership management with a special focus on implementation of HACT and CSO Procedures.
- Identify and share good practices on implementing partnership management in general and HACT and CSO partnerships in particular; and interact with NYHQ and other agencies at global, regional, and country level on matters concerning implementing partnership management.
- Promote HACT in regional senior management and other forums, building awareness, promoting good practice, and highlighting areas of risk.
- Support ERM exercises with a particular emphasis on ensuring that risks for implementing partnership management are appropriately identified and relevant mitigating measures put in place and considering the larger risk picture in the region and countries.
- Support country offices in the roll-out and implementation of eTools for implementing partnership management, in coordination with relevant staff.

Impact of Results:

Effective oversight, technical assistance and guidance provided by the Specialist will lead to effective implementing partnership management and enhance UNICEF's credibility to partners and directly impact on programme execution and delivery of sustainable results.

Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:

No

Is this post a Direct contact role in which incumbent will be in contact with children

No

either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:

Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:

No

The selected candidate for this position will be required to engage with vulnerable children:

No

Competencies and level of proficiency required:

Core Values:

Care

Respect

Integrity

Trust

Accountability

Sustainability

Core Competencies:

Nurtures, Leads and Manages People (1)

Demonstrates Self Awareness and Ethical Awareness (2)

Works Collaboratively with others (2)

Builds and Maintains Partnerships (2)

Innovates and Embraces Change (2)

Thinks and Acts Strategically (2)

Drives to achieve impactful results (2)

Manages ambiguity and complexity (2)

Recruitment Qualifications:

Education requirements: An advanced university degree in Business Administration, International Development, Social Sciences, Engineering, or similar areas.

Experience required: A minimum of 5 years of progressively responsible professional work experience in a global system deployment with proven ability to manage projects involving many stakeholders.

Familiarity with dedicated IT systems utilized by users with a range of experience and aptitudes for IT systems, and related user support systems.

Experience conducting in-person and virtual trainings on digital solutions.

Experience in developing rollout strategies and user adoption analysis.

Experience working with global and cross functional teams and stakeholders.

Familiarity with UNICEF's country programme cycle, partnership management and associated processes.

Strong Microsoft Office Skills preferred (SharePoint, Skype, Excel, Word, PowerPoint, Visio).

UNICEF field experience is considered an advantage.

Language requirements: Fluency in English and Spanish is required. Knowledge of French and Portuguese or another official UN language (Arabic, Chinese or Russian) is considered as an asset.

Attachments:

[Approval from RD.pdf](#)

[Org Chart Ops.pdf](#)

[SJD Implementing Partnership Management Specialist \(P3\) FT 129557.doc](#)

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