

In an effort to promote organisational excellence, UNOPS seeks highly qualified individuals for the following position:

### Vacancy Details

**Vacancy code:** VA/2020/B5109/20526  
**Post Title:** Partnerships Development Specialist (retainer position)  
**Post Level:** LICA Specialist-10  
**Org Unit:** ECR, RSPO, Serbia  
**Duty Station (DS):** Podgorica, Montenegro  
**Duration:** Up to 50 working days in nine months period  
**Closing Date:** 27 October 2020

### 1. Background Information

The United Nations Office for Project Services (UNOPS) mission is to help people build better lives and countries achieve sustainable development. UNOPS provides project management, procurement and infrastructure services to governments, donors and UN organisations. Its services can be advisory, implementation or transactional, with the development of the national capacity always in focus.

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to help people build better lives and countries achieve sustainable development. We bring the values and principles of the United Nations, as well as the efficiency of a self-financed institution.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management and human resources.

#### Working with us

UNOPS offers short- and long-term work opportunities in diverse and challenging environments across the globe. We are looking for creative, results-focused professionals with skills in a range of disciplines.

#### Diversity

With over 4,000 UNOPS personnel and approximately 7,000 personnel recruited on behalf of UNOPS partners spread across 80 countries, our workforce represents a wide range of nationalities and cultures. We promote a balanced, diverse workforce — a strength that helps us better understand and address our partners' needs, and continually strive to improve our gender balance through initiatives and policies that encourage recruitment of qualified female candidates.

#### Work life harmonization

UNOPS values its people and recognizes the importance of balancing professional and personal demands.

#### Standards and Certificates

UNOPS was the first organisation in the world that was awarded the four most prestigious accreditations in project management, including PRINCE2®, and one of five organisations in the world awarded the Gold Level from the Chartered Institute of Procurement and Supply. For its approach to project management and consistent quality UNOPS received ISO 9001 certification in 2011.

UNOPS has been a reliable partner of the governments in the region of the Western Balkans; primarily of the Government of Serbia since 2000, and later of the Governments of North Macedonia and Montenegro, in providing support for demanding socio-economic reforms and facilitating accession to the European Union. Currently, the UNOPS Republic of Serbia Project Office (RSPO) is implementing 14 projects in Serbia, North Macedonia and Montenegro, focussed on sustainable socio-economic development, environment, education, health, and social inclusion. All projects have good governance and gender equality as transversal themes, and have been contextualised within the broader Sustainable Development Goals framework and objectives.

### 2. Purpose and Scope of Assignment

Under the overall direction and responsibility of the Communications/Partnerships Specialist, and in close cooperation with the UNOPS Representative for Montenegro, Head of Programme and Project Manager, the Partnership Development Specialist will undertake the following:

### **Responsibilities/ activities**

- Carry out a review and analysis of relevant national development strategies and relevant documents, strategies and programmes of international institutions active in the region of the Western Balkans and Montenegro in particular, United Nations framework documents, other reference materials to understand the country context;
- Collect, analyse and keep abreast of development and humanitarian trends and needs, as well as business development intelligence and opportunities within UNOPS' mandate;
- Identify funding sources in the Republic of Montenegro, spanning multilateral and bilateral donors, international financial institutions (IFIs) and other institutions for the purpose of developing business opportunities within UNOPS thematic scope;
- Contribute on the identification, design, formulation and negotiation of new projects and programmes
- Support UNOPS efforts in developing business opportunities with potential partners, using existing information and materials, as well as inputs from and relevant to substantive discussions between UNOPS and partners;
- Draft and prepare concept notes, proposals and project briefs for discussions with partners, both unsolicited and solicited, based on the collected intelligence and substantive inputs provided by UNOPS team
- Support UNOPS in establishment and maintaining relations with Montenegro based clients, government departments, non-governmental actors, international financial institutions' (IFIs) and other donors' in-country offices through continuous networking and communications to identify and pursue business opportunities within UNOPS thematic scope initiating the necessary associated arrangements;
- Interact with existing and potential partners and clients to follow-up on meetings, decisions and commitments as well as to solicit feedback and gauge client satisfaction.
- Provide support in promoting visibility of UNOPS' activities in Montenegro, including the development and distribution of marketing, communication and partner relationship management materials

### **Results/Expected Outputs**

- Analysis of the country context and funding sources developed
- Advisory and synthesis note on potential areas of engagement and business opportunities for UNOPS in the country prepared
- Concept notes for the identified opportunities prepared
- Project proposals for the selected opportunities prepared, or inputs for their preparation provided
- Other reports, analysis, or documents developed as per request
- Increased pipeline of engagement opportunities in Montenegro.
- Successful support in the identification of new funding opportunities for the country/regional growth

## **3. Qualifications and Experience**

### **a. Education**

- Master's degree (or equivalent) preferably in project management, business administration, international relations, development studies, social science, engineering, environmental studies or related fields is required.
- Relevant first university degree (bachelor's or equivalent) with an additional two years of relevant work experience may be accepted in lieu of an advanced university degree.

**b. Work Experience**

- Minimum five years of relevant work experience in business development, project development or project management in the region is required;
- International experience and experience working with the UN system is a distinct advantage;
- Experience in working on similar assignments in the Western Balkans, in particular in Montenegro, will be considered as an advantage.

**c. Language Requirements**

- Fluency in English and Montenegrin (speaking, reading and writing) is required

**d. Core Competencies**



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. **(for levels IICA-2, IICA-3, LICA Specialist- 10, LICA Specialist-11, NOC, NOD, P3, P4 and above)**



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.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



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.

#### **e. Functional competencies and skills**

- Excellent communication, networking and presentation skills
- Excellent research and drafting skills
- Strong negotiation skills
- Good time management skills
- Knowledge of donor trends, rules and regulations of major international and regional donors
- Strong networks with partners

#### **Submission of Applications**

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Qualified candidates may submit their application via UNOPS Jobs at the following link:

<https://jobs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=20526>

***Kindly note that this is a local position open to nationals of Montenegro and to individuals who have a valid residence/work permit.***

#### **Additional Considerations**

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- Please note that the closing date is midnight Copenhagen time
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- **Qualified female candidates are strongly encouraged to apply.**
- UNOPS seeks to reasonably accommodate candidates with special needs, upon request.
- Work life harmonization - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and offer several flexible working options. This policy applies to UNOPS personnel on all contract types
- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

For more information on UNOPS, please visit the UNOPS website at [www.unops.org](http://www.unops.org)