

**Title:** Resource Mobilization Officer for Latin America and the Caribbean  
**Domain:** Resource mobilization and donor relations  
**Grade:** P-4  
**Post Number:** 3CRBSP 0001 PA  
**Organizational Unit:** BSP  
**Duty Station:** UNESCO Office in San José  
**Type of contract:** Project Appointment (PA)  
**Duration of contract:** 1 year with possibility of extension subject to availability of funds and satisfactory performance.  
**Annual salary:** 89 934 \$  
**Deadline (midnight, Paris time):** 5 March 2019

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UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

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### Overview of the functions of the post

Under the authority of the Deputy Director of the Bureau of Strategic Planning (hereinafter BSP) and the day-to-day supervision of the Director of the UNESCO Office in San José, the incumbent must contribute to the mobilisation of resources and building partnerships efforts by UNESCO field offices in Latin America and the Caribbean (LAC) including collecting donor intelligence about funding opportunities in the regions concerning, advising the Director and the Heads of offices in the region on decentralised funding opportunities, ensuring quality assurance of project proposals and reports and providing backstopping on the negotiation of funding agreements.

#### *Strategy*

- Support the Directors and Heads of UNESCO Offices in the LAC region in formulating, implementing and keeping their Resource Mobilization Plan up to date, including the related action plan, which details ongoing fundraising efforts across the office to address resource gaps and priorities

#### *Donor Intelligence*

- Act as the main knowledge point for intelligence on decentralised donors: Keep up to date with the latest developments and initiatives of relevance to LAC (e.g. donor trends, new funding initiatives on thematic areas announced by international donors, donors announcing interest in relevant countries, donors contributing to emergency appeals, etc.)
- Participate in relevant webinars, trainings, workshops etc. organized by regional office or other UNESCO field offices in LAC and by Headquarters on behalf of UNESCO Office in San José (or advise appropriate participation) with a view to keep abreast of new developments and opportunities in resource mobilization and share gained intelligence afterwards with all offices in the region

#### *Coordination*

- Track in the Constituency Relationship Management tool, monitor all resource mobilization efforts in the LAC region and systematically share information and updates with the relevant sections of BSP at Headquarters
- Organize decentralized donor review meetings or steering committee meetings in close consultation with the relevant sections of BSP at Headquarters
- Organize and document Office Resource Mobilization Meetings
- Ensure that all key documents for donor relations (Proposals, reports, field trip documentation, key correspondence, donor visibility material, etc.) are shared with field offices in the region and with BSP at Headquarters

#### *Proposals and pitching material*

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- Overall monitoring of internal timelines and deadlines to ensure the timely submission of proposals, including to allow sufficient time for quality assurance, editing, etc.
- While the substance of any proposal will come from the responsible Chief of Section or Programme Specialist from the relevant UNESCO Offices in the LAC region, the incumbent is responsible for quality assurance including layout, editing and formatting, and for checking the completeness of the proposal including the proposed budget, visibility and reporting agreements, etc. This includes compliance with UNESCO terminology and guidelines on the use of UNESCO's logo
- Ensure the proposals include clear arrangements and agreements on reporting timelines as well as donor visibility (human interest stories, website/social media coverage, field visits), and that the requirements for visibility are adequately costed in the budget.
- Support the Directors and the Heads of UNESCO Offices in LAC with the development of a set of compelling communication assets such as fact sheets, a standard slide presentation, etc. that can be customized easily for different donors.

### ***Relationship Management***

- Support the Directors and the Heads of the UNESCO Offices in LAC in maintaining effective and positive relationships with all decentralized representatives of donors (incl. potential donors)
- Ensure that the relevant Chief of Section or the Programme Specialist in the UNESCO Offices in LAC are fully engaged in the resource mobilization initiatives in their areas of work.
- Provide unofficial and irregular soft donor updates outside the agreed reporting schedule if required to demonstrate progress and impact to the donor (e.g. newspaper articles, website coverage, quick photos and videos from the field, key staff profiles, etc.) in close collaboration and consultation with the Programme Specialist and/or the Communication Officer if any
- Act as the focal point and responsible person to respond to any ad-hoc queries coming from decentralized representatives of donors

### ***Implementation Monitoring***

- Monitor and track the successful implementation of donor agreements in line with the agreed proposal, including expenditure monitoring together with the responsible programme specialist
- Flag any deviations and/or delays to senior management and the relevant sections of BSP at Headquarters
- Support the Programme Specialist in negotiating grant extensions with the donor as necessary, in coordination with the relevant sections of BSP at Headquarters

### ***Reporting***

- Overall monitoring of reporting schedules under donor agreements and ensuring timely submission
- While the substance of any donor report will come from the responsible programme specialist, the incumbent is responsible for quality assurance, layout and formatting, and ensuring reporting is in line with initial agreements and templates under the proposal. This includes accuracy check as well as ensuring compliance with UNESCO terminology and guidelines on the use of UNESCO's logo.

### ***Donor Visits***

- Overall responsibility to organize and implement agreed donor visits, in collaboration with the relevant programme colleagues and in coordination with the relevant sections of BSP at Headquarters
- Contribute to and oversee project communication and visibility plans

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## Competencies

A successful candidate will be required to demonstrate the following competencies:

### Core Competencies

Accountability  
 Communication  
 Teamwork  
 Innovation  
 Results focus  
 Planning and organizing  
 Knowledge sharing and continuous improvement

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*UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply.*

*Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.*

*UNESCO applies a zero tolerance policy against all forms of harassment.*

**UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.**

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For detailed information please consult the [UNESCO Competency Framework](#)

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### Required qualifications

#### Education

Advanced University degree in Business Administration, communication or other relevant fields to resource mobilization.

#### Work Experience

Minimum 7 years of relevant work experience: proven resource mobilization/marketing experiences; Experience in writing material for partnerships/resource mobilization, including policies, project proposals and promotional material;

#### Skills and competencies

Excellent interpersonal skills for teamwork and work in a multicultural setting and ability to interact effectively with different stakeholders inside and outside the Organization;  
Excellent ability to organize meetings, calls and documents that may require the input of multiple sources;  
Excellent knowledge of global/ regional development aid and philanthropy landscape.

#### Languages

Excellent knowledge of English and good knowledge of Spanish.

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### Desirable qualifications

#### Work Experience

Experience in resource mobilization for the United Nations or another international or development organization

#### Skills and competencies

Knowledge of SAP and other IT based systems for planning and monitoring voluntary contributions and of systems for tracking resource mobilization and outreach to donors;  
Good knowledge of UNESCO or UN System.  
Knowledge of UN Rules, Regulations and administrative procedures.

#### Languages

Knowledge of French and/or Portuguese

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### Assessment

An assessment exercise may be used in the evaluation of candidates

### How to apply

Applications should be sent by e-mail to [bsprecruit@unesco.org](mailto:bsprecruit@unesco.org) by midnight on 5 March 2019. The subject of your email must be clearly marked 'Resource Mobilization Officer for Latin America and the Caribbean'. Please provide your CV along with a cover letter. Applications received after the closing date set in the notice will not be accepted.

### Benefits and entitlements

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a no-smoking Organization.

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