

CONVOCATORIA PARA LA OFERTA FORMATIVA ESPECIALIZADA EN COOPERACIÓN INTERNACIONAL PARA EL DESARROLLO Y POSTERIORES PRÁCTICAS PROFESIONALES NO LABORALES EN ORGANISMOS MULTILATERALES

RELACIÓN DEFINITIVA DE PERSONAS PRESELECCIONADAS POR LOS ORGANISMOS MULTILATERALES (OO.MM.)

PRIMERO: En cumplimiento de la Base Décimo primera, apartado 1 de la convocatoria del 1 de septiembre de 2023, se hace pública la Relación Definitiva de las personas preseleccionadas por los OO.MM., con expresión de las puntuaciones obtenidas en las fases de concurso y evaluación a que hacen referencia los apartados 3.2., y 3.3., de la Base Novena. *Sistema Selectivo para las becas prácticas profesionales no laborales en Organismos Multilaterales (OO.MM)*, e indicando fecha, hora y lugar de realización de las entrevistas personales:

PERSONAS PRESELECCIONADAS POR ORGANISMOS MULTILATERALES

ONU Mujeres, Entidad de la ONU para la Igualdad de Género y el Empoderamiento de la Mujer - Oficina Nueva York.

ASPIRANTES	Puntuación Fase de Concurso	Puntuación Evaluación del Curso de Formación
28.977.695-H	9,25	8,87
76.026.902-B	5,83	9,18
76.053.125-Z	13	8,48

ONU Mujeres, Entidad de la ONU para la Igualdad de Género y el Empoderamiento de la Mujer - Oficina de Bogotá-

ASPIRANTES	Puntuación Fase de Concurso	Puntuación Evaluación del Curso de Formación
28.977.695-H	9,25	8,87
76.588.587-J	7,83	8,4
53.579.211-K	10,5	9,68

80.244.155-F	8,5	8,48
45.131.751-R	7,67	9,53

UNESCO, Entidad de la ONU para la Educación, la Ciencia y la Cultura – Sede de París.

ASPIRANTES	Puntuación Fase de Concurso	Puntuación Evaluación del Curso de Formación
28.977.695-H	9.25	8,87
76.026.902-B	5,83	9,18
53.578.667-Y	7,67	7,96
76.053.125-Z	13	8,48

PNUD, Programa de Naciones Unidas para el Desarrollo – Buró para América Latina y el Caribe - Oficina de Nueva York.

ASPIRANTES	Puntuación Fase de Concurso	Puntuación Evaluación del Curso de Formación
28.977.695-H	9.25	8,87
76.026.902-B	5,83	9,18
44.411.595-K	11	9,33
53.578.667-Y	7,67	7,96
76.053.125-Z	13	8,48

UNAOC, Alianza de Civilizaciones de las Naciones Unidas - Sede Nueva York.

ASPIRANTES	Puntuación Fase de Concurso	Puntuación Evaluación del Curso de Formación
76.269.198-W	10	8,32
28.977.695-H	9.25	8,87
76.026.902-B	5,83	9,18
80.103.246-L	13	9,68
53.578.667-Y	7,67	7,96
76.053.125-Z	13	8,48

SEGUNDO: Para la entrevista personal, y en cumplimiento de la Base Décimo primera. *Desarrollo del proceso de selección.*, apartado 1 de la convocatoria, se determina a continuación el lugar, (existiendo la opción de realizar la misma mediante videoconferencia siendo responsabilidad de la persona aspirante disponer de los recursos técnicos necesarios para la entrevista) fecha y hora de comienzo de las entrevistas personales, siguiendo el orden indicado en la Base Décimo primera, Punto 3.3., en llamamiento único:

Lugar: Fundación Jóvenes y Deporte
Avenida Valhondo, s/n Edificio III Milenio
Módulo IV – 4ª Planta
06.800 Mérida

Uso horario: El uso horario indicado se corresponderá con Madrid (GMT+1)

ONU Mujeres, Entidad de la ONU para la Igualdad de Género y el Empoderamiento de la Mujer - Oficina Nueva York.

Fecha: *jueves 14 de diciembre de 2023.*

ASPIRANTES	HORA DE ENTREVISTA
76.026.902-B	16:00

76.053.125-Z	16:30
28.977.695-H	17:00

ONU Mujeres, Entidad de la ONU para la Igualdad de Género y el Empoderamiento de la Mujer – Oficina de Bogotá-

Fecha: miércoles 13 de diciembre de 2023.

ASPIRANTES	HORA DE ENTREVISTA
45.131.751-R	15:00
80.244.155-F	15:30
53.579.211-K	16:00
76.588.587-J	16:30
28.977.695-H	17:00

UNESCO, Entidad de la ONU para la Educación, la Ciencia y la Cultura – Sede de París.

Fecha: jueves 14 de diciembre de 2023.

ASPIRANTES	HORA DE ENTREVISTA
76.026.902-B	11:00
76.053.125-Z	11:30
53.578.667-Y	12:00
28.977.695-H	12:30

PNUD, Programa de Naciones Unidas para el Desarrollo. Buró para América Latina y el Caribe – Oficina de Nueva York

Fecha: viernes 15 de diciembre de 2023.

ASPIRANTES	HORA DE ENTREVISTA
76.026.902-B	15:00
76.053.125-Z	15:30
53.578.667-Y	16:00
44.411.595-K	16:30
28.977.695-H	17:00

UNAOC, Alianza de Civilizaciones de las Naciones Unidas - Sede Nueva York.

Fecha: martes 12 de diciembre de 2023.

ASPIRANTES	HORA DE ENTREVISTA
76.269.198-W	15:30
76.026.902-B	16:00
76.053.125-Z	16:30
53.578.667-Y	17:00
80.103.246-L	17:30
28.977.695-H	18:00

Serán excluidas las personas que no comparezcan en el horario indicado, salvo en los casos de fuerza mayor debidamente justificados que serán apreciados y ponderados por el Tribunal de Selección.

TERCERO: En cumplimiento de la Base Novena, apartado 3.1, párrafo cuarto de la convocatoria del 1 de septiembre de 2023, se publican los términos de referencia (TDR) requeridos por los organismos multilaterales en el Anexo I de la presente resolución.

Mérida, 07 de diciembre de 2023

El Presidente del Tribunal


fundación
**jóvenes
ydeporte**
JUNTA DE EXTREMADURA

- Alejandro Hidalgo Flores -

ANEXO I. TÉRMINOS DE REFERENCIA (TDR) DE LOS ORGANISMOS MULTILATERALES.

I. Position Information		
Job Title: Partnerships Fellow Department: UNDP Reports to: Regional Development Specialist, Directorate.	Grade Level: Choose an item Bureau: RBLAC Direct Reports: None	Position Number: Position designation: with mobility requirement, rotational Duty Station: New York City, NY.
Career Track: Career Stream: Corporate Operations Contract Duration: 12 months		

II. Background and Organizational Context
<p>The Regional Bureau for Latin America and the Caribbean (RBLAC) is seeking a Partnerships Fellow to support the work within the United Nations Regional Collaborative Platform (RCP) for Latin America and the Caribbean (RCP LAC) and the strengthening of partnerships with United Nations Agencies, Funds, and Programmes.</p> <p>The United Nations Regional Collaborative Platform (RCP) for Latin America and the Caribbean was established in November 2020 and the transition from the Regional Coordination Mechanisms and the United Nations Sustainable Development Group for Latin America and the Caribbean was completed by December 2020. These developments reflected the five recommendations of the Secretary-General as spelled out in his report A/74/73-E/2019/14 on the implementation of the General Assembly resolution A/RES/71/243 on the quadrennial comprehensive policy review of operational activities for development of the United Nations development system.</p> <p>The RCP LAC is composed of 24 United Nations entities, across the three United Nations pillars represented at the level of Regional Directors. The overall objective of the RCP is to promote a light and agile United Nations development system which is demand-driven and results oriented to ensure coordination, collaboration and the best use of United Nations expertise and assets at the regional level. The RCP LAC brings together leadership, accountability and clarity to United Nations development system goals, activities and results in the region and amplifies United Nations country teams' support at the national level in the implementation of the 2030 Agenda for Sustainable Development and achieving the SDGs.</p> <p>UNDP plays a key role not only in co-vice-chairing the RCP but also in participating in and leading several Issue-Based Coalitions (IBCs) which structure the work of the RCP in support of UNCTs in the region. UNDP co-chairs the IBCs on Equitable Growth and Financing for Development, and Governance for Peace, Justice, and Strong Institutions. UNDP also co-leads the working groups on Partnerships and Communications, as well as the Knowledge Management Steering Committee. The substantive and process related engagement in these IBCs and Working Groups is provided between the UNDP Panama Regional Hub and RBLAC NY</p> <p>The Fellow will report to the Regional Development Specialist and will work in support to the Regional Director in her role as Vice-Co-Chair of the RCP LAC.</p>

III. Position Purpose

Working under the direct supervision of the Regional Development Specialist, the Fellow will support RBLAC's efforts on strategic and effective engagement of UNDP in the RCP LAC and its working structures, and the coordination of the design, development, management, and monitoring of RCP LAC activities to achieve outcomes as articulated in the RCP Annual Workplan. Also, the Fellow is expected to support the efforts for strengthening collaboration and partnerships within the United Nations development system. The Fellow will support the ongoing workplan, including preparing briefs for meetings; organizing events; supporting the launch of major initiatives; and building and maintaining a base of knowledge about key partners.

IV. Key Duties and Accountabilities

1) Support UNDP strategic engagement in the RCP LAC and its working structures.

- Contribute to the implementation of the Regional LAC work plan, and the monitoring of progress toward annual work plan results.
- Support the preparation of briefing notes, background materials, and summary notes for RCP LAC meetings.
- Support the organization of meetings, retreat, and events, including preparation, compilation of inputs and circulation of background documents as relevant.
- Support follow-up on key process and work plan outputs to support the achievement of the workplan.
- Support the organization of missions of the Regional Director and Deputy Regional Director to RCP LAC meetings, forums, and high-level events.
- Support UNDP engagement and participation in key IBCs and Working Groups, particularly those where UNDP has a co-leading role.
- Support the revision of RCP documents and policy papers and consolidating relevant feedback and inputs.
- Support the implementation of cross-border/subregional initiatives (i.e. the Comprehensive Development Plan (CDP) for El Salvador, Honduras, Guatemala and the South-Southeast of Mexico) as required.

2) Support strategic partnerships for UNDP's positioning within the UN System.

- Support RBLAC's substantive, political, partnership, and institutional engagement with Agencies, Funds and programmes, and the UN Secretariat.
- Support to building, maintaining, and monitoring already agreements with AFPs and the UN Secretariat.
- Research and gather information to map and analyse substantive entry points and strategic opportunities for stronger positioning of RBLAC throughout the UN system.
- Support RBLAC senior management's involvement and positioning within the inter-agency fora;
- Support the preparation and review of interagency partnerships and financial instruments such as MoUs, contribution transfer agreements, and others between UN agencies.
- Provide support and inputs during negotiation processes at the corporate level (HQ) with key partners.
- Support the organization of trainings and the develop presentations and other related materials for events and meetings involving UN stakeholders.
- Engage with the Partnerships and Communications Working Group to support the implementation of their activities.

3) Facilitation of knowledge building and knowledge management.

- Facilitate knowledge building and management on UN topics, and identify lessons learned and recommendations to be integrated into broader knowledge management efforts.
- Engage in activities of the Knowledge Management Hub Steering Committee to support the strengthening of UN knowledge networks and communities of practice.
- Contribute to the elaboration of knowledge products and materials such as reports, bulletins, joint communications.
- Support the organization of key regional events such as RCP retreats, forums, meetings/events, and others, and the organization of trainings as needed.
- Support the maintenance of the RCP LAC website, as the RCP LAC space to facilitate knowledge sharing and exchange of information, including the RCP LAC rosters of expertise, and the RCP LAC Community of

	Practices.
4) Effective Internal and External Partner Relations.	
	<ul style="list-style-type: none"> Build and maintain RBLAC's visibility and reputation by providing support to the organization of conferences, workshops, meetings, and special events. Build, nurture, and maintain effective internal and external working relations, including with the Panama Regional Hub and LAC Country Offices.
Supervisory/Managerial Responsibilities: N/A	
V. Requirements:	
Education	
	<ul style="list-style-type: none"> Master's Degree in Development, Economics, Social or Political Science, International Relations or related fields.
Experience, Knowledge, and Skills	
	<ul style="list-style-type: none"> Knowledge Management, Database Management, Partnerships, Research and Analysis, and Report drafting. Familiarity with the regional political, social, and economic context of Latin America and the Caribbean, as well as of Agenda 2030 and UNDP's work in the region. Ability to write in a clear and concise manner and proven track record in developing high-quality written outputs (e.g., briefs, reports, articles). Strong analytical, organizational and time management skills, and capacity to organise and structure information. Excellent oral and written communication skills in Spanish and English. Experience with multi-stakeholder processes and/or working across institutional or cultural boundaries.
Expected Demonstration of Competencies	
Core	
Achieve Results:	LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline
Think Innovatively:	LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements
Learn Continuously	LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback
Adapt with Agility	LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible
Act with Determination	LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident
Engage and Partner	LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships
Enable Diversity and Inclusion	LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination

People Management (Insert below standard sentence if the position has direct reports.)

UNDP People Management Competencies can be found in the dedicated [site](#).

Cross-Functional & Technical competencies (insert up to 7 competencies)

Thematic Area	Name	Definition
Business Direction & Strategy	System Thinking	Ability to use objective problem analysis and judgement to understand how interrelated elements coexist within an overall process or system, and to consider how altering one element can impact on other aspects of the system.
Administration and Operations	Events management	Ability to manage events, including venue identification, accommodation, logistics, catering, transportation, cash disbursements, etc.
Business Development	Collective Intelligence Design	Ability to bring together diverse groups of people, data, information or ideas, and technology to design services or solutions.
Business Management	Effective Communication	Ability to comprehensively communicate and convey messages effectively and timely. Develop reports and topic summaries which partners and different offices need to engage.
External Relations and Advocacy	Event planning and Execution	Ability to plan, manage and execute of public and private events to ensure that they support and amplify individual communications and advocacy initiatives as well as UNDP's overall brand and mandate.
External Relations and Advocacy	Public Relations	Ability to build and maintain an overall positive public image for the organization, its mandate and its brand, while ensuring that individual campaigns and other communications and advocacy initiatives are supported in reaching the public
Partnerships Management	Partnership engagement	Ability to engage with a wide range of public and private partners, build, sustain and/or strengthen working relations, trust, and mutual understanding

VI. Keywords

Knowledge Management; Database Management; Events management; Effective Communication; Partnerships Engagement; Strategic Engagement; Research and Analysis; and Report drafting.

Terms of Reference
Partnerships Development Analyst

GENERAL INFORMATION

Sector: Bureau of Strategic Planning (BSP)
Location: UNESCO Headquarters - Paris, France
Duration: 1 year

SUPERVISION

Under the authority and overall responsibility of the Director of the Bureau of Strategic Planning and the Director of the Division of Partnerships, the incumbent will work under the direct supervision of a Partnerships Specialist/Head of Unit (Ms Margarida Tor).

OVERVIEW AND FUNCTIONS OF THE POST

The Division for Partnerships, within the Bureau of Strategic Planning (BSP), is responsible for coordinating UNESCO's public and private partners including key interlocutors from bilateral donors, United Nations and multilateral organizations, regional institutions such as the European Union (EU) and regional banks, civil society, philanthropy, foundations and corporations. It works to diversify and expand UNESCO's donor base and provide backstopping and guidance to UNESCO Programme Sectors, field offices, and Category 1 Institutes in support of their efforts to engage with partners and mobilize resources. The Division for Partnerships is responsible for the elaboration of strategies for partnership and resource mobilization, in line with the UN reform and best practices in these areas.

The incumbent will assist in the main tasks related to the work of the Division of Partnerships in the Bureau of Strategic Planning (BSP), and in particular contribute to the effective coordination between BSP and Field Offices, and programme sectors in headquarters.

Capture and disseminate partner intelligence

- ✓ Search and analyze documents of a large variety of partners and stakeholders and provide inputs to enhance their engagement with UNESCO through the preparation of substantive briefs, reports, statistics and other documents, in particular for Field Offices.
- ✓ Analyze funding trends and identify opportunities for the strategic positioning of UNESCO on this topic, including by monitoring calls for proposals and other funding opportunities.
- ✓ Design, develop and update intelligence materials (cooperation profiles, engagement strategies, etc.) for internal use in close collaboration with the relevant Partnerships Specialist/Portfolio Manager.
- ✓ Provide substantive inputs and assist in drafting notes and recommendations for strengthening existing partnerships.
- ✓ Contribute to develop materials for improving the coordination and communication with field Offices and programme sectors at Headquarters.

Provide support to field and HQ offices on resource mobilization and partnership opportunities

- ✓ Prepare summary documents, presentations and data for selected Field Offices/Programme Sectors on the assigned resource partner(s) to provide them with key information on funding cycles, donor expectations on project management and other aspects.
- ✓ Liaise with Field Offices to support the preparation and packaging of new proposals for assigned funding partner(s), while aiming at improving quality and relevance.
- ✓ Support capacity-building efforts for Field Offices on resource mobilization/partnership development by developing training materials; contributing to webinars; preparing and updating internal material such as helpcards, and suggesting innovative tools to enhance capacity-building and support.

Provide technical inputs in visibility and knowledge management efforts to strengthen partner relations

- ✓ Contribute to ensuring that data and information on public website is updated and provides necessary visibility for the assigned funding partner(s).
- ✓ Propose and develop formats and tools to provide monthly updates of developments on assigned funding partners.
- ✓ Request inputs from project officers, liaise with different teams at UNESCO in Headquarters and field offices and search existing internal tools to contribute and assist in the development of communication and visibility tools.
- ✓ Suggest social media posts and other communication products to enhance donor visibility and the work of the Division of Partnerships.

Support in any other task related to the daily work of the Division of Partnerships and the Bureau of Strategic Planning.

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's degree or equivalent) in public/business administration, political science, social science, management, communication or other relevant field.

Working Experience

- At least 2 years of relevant work experience related inter alia to coordination, resource mobilization, research, data management, communication of which preferably 1 year acquired in an international environment.
- Experience in project management, public relations, communications or a related field.

Languages

Excellent knowledge of English or French and good knowledge of the other language.

Competencies and skills

- Ability to draft high quality, clear, concise documents and reports.
- Ability to establish good working relationships with colleagues (adaptability).
- Coordination and interpersonal skills, as well as an ability to work in a multicultural environment.

- Proven organizational skills, and able to multitask.
- Ability to meet deadlines.
- Excellent IT skills, including advanced knowledge of MS Office (Word, Excel, PowerPoint, etc.).

DESIRABLE QUALIFICATIONS

Working Experience

Relevant Experience in a nonprofit organization or a multilateral institution at Headquarters or in the Field.

Languages

Knowledge of another UN official language

I. Position Information

Job Title: Partnerships Analyst (open to candidates from Extremadura only)

Department: Public Partnerships Section, Strategic Partnerships Division

Reports to: Partnerships and Resource Mobilization Specialist

Current Grade: Young Professional from Extremadura

Duration: 12 months

Positions: 1

II. Organizational Context

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The Strategic Partnerships Division (SPD) is responsible for proactively driving the strategic positioning of UN Women so that the size, sources, and predictability of its resources help the Entity achieve its strategic goals. A service centre to UN Women HQ and Field Offices, SPD is organized into three sections:

- Public Partnerships Section (PPS), including Liaison Offices
- Multi-Stakeholder Partnerships and Advisory Services (MPAS) Section
- Communications and Advocacy Section.

The Partnerships Analyst will be situated in the Public Partnerships Section, which works to strengthen UN Women's position as a partner of choice for gender equality and the empowerment of women among governments and inter-governmental actors around the world. Under the overall supervision of the Partnerships and Resource Mobilization Specialist, the Partnerships Analyst will support coordination of external relations and provide technical inputs and support for the partnership portfolio of an assigned group of countries (80%). The Partnerships Analyst will also provide support to the Office of the Chief of Public Partnerships in the collation, analysis, and development of partner intelligence as needed in fulfilment of the Strategic Plan and associated workplan (20%).

III. Functions

Provide technical and coordination support on external relationship management, working within a portfolio cluster:

- Implement the work plan for assigned area, in order to ensure timely and cost-effective delivery of results, in accordance with UN Women's Resource Mobilization and Partnerships Strategy;
- Develop and implement partnership engagement and resource mobilization plans;

- Develop and maintain deep knowledge and familiarity with partners and relevant stakeholders including on global trends in development cooperation and aid, resource partner development policies, budgets, systems and procedures, contributing to UN Women's base of knowledge on partnership and resource mobilization;
- Maintain contacts with officials of missions to the UN and departments of assigned funding governments to promote, advocate, mobilize and influence cooperation with UN Women to ensure the Entity's resource base and the attainment of its outcomes and outputs;
- Seek and promote new partnerships and resource mobilization, working with UN Women colleagues to identify partnership and resource mobilization needs and broker resource mobilization agreements to meet those needs;
- Receive and screen inquiries from potential collaborators and facilitate communication with appropriate UN Women staff. Scan and scout external environment within designated partnership area for opportunities and risks and share information in a timely fashion with relevant UN Women staff;
- Coordinate negotiation of terms of agreements of funding consistent with UN Women Rules and Regulations, policies and procedures;
- Provide logistical and programmatic support to senior management and other UN Women staff in corporate engagement and interaction with assigned partners.

Provide support to field and HQ offices on resource mobilization and partnership opportunities:

- Provide technical support to Regional, Country, and thematic leads including overall donor-funded project management cycle and donor liaison support and linking them with key donors under portfolio for funding support;
- Liaise with field offices to support preparation and packaging of programme proposals for assigned resource partners;
- Support Resource Mobilization and Partnerships Community of Practice activities such as Learning Cafés and other activities to promote Funding Compact principles.
- Support monthly update of the donor engagement calendar to provide an overview of UN Women's corporate engagement, to strengthen and align coordination in donor engagement with senior management, HQ and field colleagues.

Capture and disseminate partner intelligence:

- Prepare substantive briefs, reports, statistics, revenue projections and requirements for senior management meetings with minister-level counterparts, senior funding government officials, senior parliamentarians, or heads of major institutions;
- Analyze and share annual funding trends and support in consultation with portfolio managers and Finance and Budget colleagues;
- Monitor and track of regular resource pledges/agreements and funding received and provide periodic updates against the annual pipeline (including support to produce regular resources monthly reports)

IV. Key Performance Indicators

- Successful support to the daily operation of PPS and long-term planning and goal-setting.
- Timely technical and coordination support on fulfilment of funding targets including for unrestricted regular resources and flexible other resources;

- Timely attention and response to UN Women’s partners;
- Quality communication and advocacy inputs, which result in increased resources and a strong investment case for UN Women;
- Successful support to PPS on internal coordination initiatives.
- Timely and quality preparation of knowledge products such as briefings, minutes, concept notes and background information for PPS’s team on an ongoing basis.
- Regular collaboration, coordination and teamwork with colleagues globally;
- Quality and timeliness of technical inputs on documents as requested;

V. Competencies

Core Values:

- Respect for Diversity.
- Integrity.
- Professionalism.

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues.
- Accountability.
- Creative Problem Solving.
- Effective Communication.
- Inclusive Collaboration.
- Stakeholder Engagement.
- Leading by Example.

Functional Competencies

- Possesses substantive knowledge in the area of gender equality and women's empowerment, human rights and sustainable development.
- Demonstrated ability to develop and use systems and processes in order to achieve results.
- Strong communication skills (oral and written) and ability to synthesize information in a highly compelling manner.
- Ability to be a self-starter with demonstrated ability to work independently and take initiative, handle documents with confidentiality and develop strong institutional relations.

VI. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none"> • Graduate student.
Experience:	<ul style="list-style-type: none"> • Master’s degree (or equivalent) in gender issues, political affairs, international relations, social sciences, communications or journalism or related fields.

	<ul style="list-style-type: none">• At least 6 months of relevant work experience that demonstrate the ability to implement the deliverables of these TORs.
Language Requirements:	<ul style="list-style-type: none">• Fluency in English is required.• Knowledge of any other UN official working language is an asset.

I. Información de la Posición

Título del cargo:	Pasantía – Apoyo técnico al equipo de representación de ONU Mujeres Colombia
Escala Preclasificada:	Profesional Joven de Extremadura
Contrato	
Supervisor/a:	Asistente Especial de Representación
Sede:	Bogotá
Duración:	12 meses
Idiomas:	español – inglés
Posiciones	1

II. Contexto Organizacional

La Entidad de las Naciones Unidas para la Igualdad de Género y el Empoderamiento de las mujeres (ONU Mujeres), basándose en la visión de igualdad consagrada en la Carta de las Naciones Unidas, trabaja para eliminar la discriminación en contra de las mujeres y las niñas; por el empoderamiento de las mujeres, y para lograr la igualdad entre mujeres y hombres como socios y beneficiarios del desarrollo, en la realización de los derechos humanos, en las acciones humanitarias, en la paz y en la seguridad. Al colocar los derechos de las mujeres como el eje central de su labor, ONU Mujeres lidera y coordina los esfuerzos del Sistema de las Naciones Unidas para asegurar que los compromisos de igualdad y de transversalidad de género se traduzcan en acciones en todo el mundo. Al mismo tiempo, ejerce un liderazgo sustantivo y coherente para apoyar las prioridades y los esfuerzos de los Estados Miembros, construyendo una asociación eficaz con el gobierno, la sociedad civil y el sector privado, así como con otros actores relevantes.

ONU Mujeres en Colombia apoya el cumplimiento de los compromisos internacionales de protección de los derechos humanos de las mujeres, principalmente la Convención sobre la Eliminación de todas las Formas de Discriminación contra la Mujer (CEDAW, por sus siglas en inglés), así como las resoluciones del Consejo de Seguridad relativas a Mujeres, Paz y Seguridad. En concordancia con las prioridades nacionales, ONU Mujeres trabaja para lograr la igualdad sustantiva entre hombres y mujeres en todos los aspectos de la vida, enfocándose en fortalecer el liderazgo y el empoderamiento político y económico de las mujeres y su derecho a una vida libre de violencias. De este modo, ONU Mujeres apoya los esfuerzos nacionales y del sistema de las Naciones Unidas para que las mujeres sean beneficiarias y actrices principales en el desarrollo sostenible, en las acciones humanitarias y en la sostenibilidad de la paz.

En este contexto, ONU Mujeres trabaja para que la Agenda 2030 y los Objetivos de Desarrollo Sostenible sean una realidad para las mujeres y las niñas, promoviendo su participación en igualdad de condiciones en todos los ámbitos de la vida. En dicha agenda los derechos de las mujeres y las niñas han quedado reflejados de manera contundente, a través de un objetivo específico referido a la igualdad de género y el empoderamiento, además de una sólida transversalización del enfoque de género en las metas e indicadores de los demás Objetivos de

Desarrollo Sostenible (ODS), en los medios para su implementación y en las asociaciones globales para su financiación. De esta forma, por primera vez, la igualdad de género es central al desarrollo en su triple dimensión: económica, social y ambiental. De este modo, la agenda plantea el abordaje sobre diferentes aspectos estructurales ligados con la igualdad de género, como la eliminación de todas las formas de violencia contra las mujeres y las niñas, la erradicación de leyes discriminatorias contra las mujeres y la participación plena de las mujeres en la toma de decisiones.

De esta manera, ONU Mujeres apoya los esfuerzos nacionales y locales para que las mujeres sean beneficiarias y protagonistas de la democracia, la paz y el desarrollo sostenible en Colombia.

ONU Mujeres cuenta con importantes socios estratégicos a nivel mundial, ONU Mujeres trabaja a nivel nacional con las principales instituciones del Estado. Adicionalmente, ONU Mujeres profundiza su trabajo a través de la implementación de acciones programáticas en regiones priorizadas del país, promoviendo conexiones nación-territorio en términos de igualdad e intercambio entre regiones.

III. Funciones/ Resultados Esperados

De conformidad con los lineamientos de ONU Mujeres Colombia, y bajo la supervisión de la Asistente Especial de Representación el/la pasante apoyará acciones **del equipo de representación**, desempeñando las siguientes funciones:

Apoyo técnico al equipo de Representación

- Apoyar la redacción discursos, puntos de discusión y diseñar materiales de presentación para que sean utilizados como insumo por la Representación en eventos clave, reuniones y otros espacios internos o externos, asegurando que la perspectiva corporativa y regional de ONU Mujeres, las metas, los objetivos, las estrategias y/o las políticas sobre género los problemas y los programas de ONU Mujeres se reflejan adecuadamente, trabajando en estrecha colaboración con el personal pertinente según sea necesario.
- Apoyar el desarrollo de análisis e investigaciones en temas específicos que sean de interés de la representación, análisis de contexto nacional y de territorios de importancia de ONU Mujeres.
- Apoyar la sistematización y actualización del seguimiento a los puntos de acción incluidos en los informes de misión a los territorios producidos por Representación en coordinación con el personal relevante, así como el seguimiento a los compromisos acordados en el marco del comité directivo.
- Apoyar la conmemoración de fechas emblemáticas y las acciones adelantadas desde la representación.

Apoyo a consolidación de alianzas con donantes, copartes clave y sociedad civil.

- Asistir el desarrollo y la aplicación de estrategias de movilización de recursos,

alineadas y coordinadas con las iniciativas de actividades a nivel nacional y las actividades de divulgación.

- Apoyar la preparación estandarizada de misiones críticas a los territorios con donantes clave, visitantes de alto nivel y socios.
- Apoyar la sistematización y actualización del seguimiento de los puntos de acción y compromisos del equipo de representación, de las reuniones sostenidas con copartes de gobierno, donantes y actores clave.
- Apoyar el seguimiento para el equipo de representación sobre negociaciones en curso y el avance de la implementación de los proyectos en curso.
- Apoyar la consolidación de las acciones de seguimiento de los comités de proyectos y la regular actualización de los mismos.

Apoyo técnico a temas interagenciales e intergubernamentales:

- Apoyar la preparación de reuniones de alto nivel y especialmente las sesiones de la Mesa de Género de la Cooperación Internacional, el Grupo Interagencial de Género y el Grupo Asesor de la Sociedad Civil.
- Apoyar la consolidación de información relevante cuando sea necesario sobre desarrollos y oportunidades clave para fortalecer las asociaciones con agencias clave de la ONU y la Misión de Verificación de la ONU y particularmente en el marco de mecanismos clave de coordinación como el UNCT, el Equipo Humanitario de País, el Comité Técnico del MPTF.
- Apoyar demás funciones que le sean solicitadas por su supervisión.

IV. Impacto de Resultados

El principal resultado del trabajo impacta en el desempeño efectivo y apoyo a la Representación de ONU Mujeres en Colombia.

V. Competencias y Factores de Éxito

Valores y Principios Corporativos:

- Integridad: Demostrar coherencia en la defensa y promoción de los valores de ONU Mujeres en acciones y decisiones, en línea con el Código de Conducta de las Naciones Unidas.
- Profesionalismo: Demostrar capacidad profesional y conocimiento experto de las áreas sustantivas de trabajo.
- Respeto por la diversidad: Demuestra una apreciación de la naturaleza multicultural de la organización y la diversidad de su personal.

Competencias Corporativas

- Conciencia y sensibilidad con respecto a cuestiones de género.
- Responsabilidad.
- Solución creativa de problemas.
- Comunicación efectiva.
- Colaboración incluyente.
- Compromiso con Contrapartes.
- Liderazgo y ejemplo.

Visitar el siguiente link para más información sobre las Competencias de ONU Mujeres:

<https://unwomen.sharepoint.com/management/Human-Resources/Pages/New%20Pages/Values-and-Competencies.aspx>

VI. Cualificaciones para Reclutamiento

Educación:	Profesional en ciencias sociales, económicas, políticas o áreas afines.
Conocimiento:	Conocimiento en igualdad de género, feminismos, empoderamiento económico de las mujeres. Conocimiento en creación y consolidación de alianzas con gobiernos, donantes y organizaciones de la sociedad civil.
Idiomas:	Español e inglés
Otros	Habilidades de redacción en inglés y español



Project Management Intern, Multiple positions

Job categories Project Management
Vacancy code VA/2023/B5004/26964
Department/office NYPO, SDC, Development and Special Initiatives Portfolio
Duty station New York, United States of America
Contract type Intern
Contract level Intern
Duration Three (3) months with possibility of extension, subject to satisfactory performance, availability of funds and necessity of services

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

Please note that UNOPS will at no stage of the recruitment process request candidates to make payments of any kind.

[Background Information - Job-specific](#)

UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness, and sustainability of peacebuilding, humanitarian, and development projects. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement, and infrastructure services to a wide range of governments, donors, and United Nations organizations.

[New York Portfolios Office \(NYPO\)](#) supports the United Nations Secretariat, as well as other New York-based United Nations organizations, bilateral and multilateral partners in the delivery of UNOPS mandate in project management, infrastructure management, and procurement management.

Sustainable Development Cluster (SDC) supports diverse partners with peacebuilding, humanitarian, and development operations. It was formed by combining the following portfolios: Grants Management Services (GMS), UN Technology Support Services (UNTSS), Development and Special Initiatives Portfolio (DSIP). It provides Services to partners' programmes that are designed, structured, and managed with a global perspective and primarily serving partners headquartered in New York. The SDC has a footprint of approximately 125 countries.

UNOPS has signed an agreement with the United Nations to implement the activities for the United Nations Alliance of Civilizations (UNAOC)

The United Nations Alliance of Civilizations (UNAOC) is an initiative of the Secretary-General of the United Nations, which responds to a broad consensus across nations, cultures and religions that all societies are interdependent, bound together in their development and security, and in their environmental, economic and financial well-being. The Alliance seeks to forge collective political will and mobilize concerted action at the institutional and civil society levels to overcome prejudice, misperceptions and polarization that militate against such a consensus. UNAOC hopes to contribute to a coalescing global movement which, reflecting the will of the vast majority of people, rejects extremism in any society.

The complex, demanding dialogue of civilizations, cultures, and religions is necessary, possible, and fruitful. It is a critical tool against isolation, mistrust, and confrontation and it is also the most powerful incentive for understanding, and tolerance. History has shown that dialogue is not a simple process, but that if we fail to teach and cultivate it, the situation can give way to a monologue or to mutism, which is conducive to conflict and violent extremism.

UNAOC was created to serve as a soft-power political tool of the United Nations Secretary-General for conflict prevention and conflict resolution. It is a coalition against extremist forces; a movement to advance mutual respect for cultures, traditions and religious beliefs, and a platform to bridge divides and overcome prejudice, misconceptions, misperceptions, and polarization. UNAOC was intended to promote collective action in society as a means of addressing the threats that emerge from the hostile perceptions that foment violence, overcoming cultural and social barriers, reducing tensions and improving relations between societies and communities with diverse cultural and religious backgrounds, and combating violent extremism.

The High-Level Group's report, published on 13 November 2006, put forth recommendations that became the guiding principles for the implementation of the Alliance. In particular, it identified four priority areas of action for the Alliance of Civilizations, which all play a critical role in reducing cross-cultural tensions and building bridges between communities, and to which the Alliance of Civilizations should bring a multidisciplinary and multi-perspective approach: Youth, Education, Media, and Migration.

Functional Responsibilities

Specific intern responsibilities include, but are not limited to:

- Provide support to the implementation of programmes and projects activities;
- Assist and provide administrative and substantive support in the organization of events, meetings, conferences etc.;
- Support in conducting research and collecting data as requested;
- Provide assistance in the production of UNAOC communication products, including newsletters, brochures, website content, and support social media activities;
- Provide logistical and coordination support in the office as needed;
- Research and contribute to the Interactive Dialogues and Thematic Debates organized by the High Representative and provide an assessment of emerging threat to international peace and security;
- Contribute to the overall work of the UNAOC Secretariat and take on additional tasks as and when needed.

Monitoring and Progress Controls

Under the direct supervision of the Programming Coordinator

- Satisfactory delivery of project-related tasks within predetermined deadlines
- Meet projected outputs as outlined by the supervisor
- Regular meetings with supervisor to ensure timely completion of assignments

Education/Experience/Language requirements

***FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

Education:

- Currently enrolled in a university programme such as Bachelor, Masters or Ph.D. (or the equivalent) or have graduated from such studies within three (3) years prior to the application date of the internship.

Internship related experience: (The following skills and experience are desirable but not required)

- Previous experience in the field of international development cooperation and a minimum of 30 hours of certified training in international development;
- Computer literacy with strong knowledge of Microsoft Office Suite;
- Excellent organizational and communication skills; attention to detail; and determination to meet deadlines;
- Familiarity with the work of the United Nations Organization, its mandate, main areas of focus, United Nations Bodies, etc.;
- Strong personal interest for issues related to multiculturalism; diversity and inclusion; identity; intercultural understanding and cooperation.
- Experience in managing peacebuilding projects on global citizenship education, sports for development and peace and/or promoting youth media platforms is an asset

Language:

- Fluently in English required with advance written and verbal skills;
- Knowledge of other UN languages is desirable.

Competencies



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 behavior. 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.

Contract type, level and duration

Contract	type:	Internship
Contract	level:	Intern
Internship duration: Three (3) months with possibility of extension, subject to satisfactory performance, availability of funds and necessity of services		

This internship is not designed to lead to a staff position with UNOPS. Therefore, there should be no expectation of employment at the end of the internship.

Interns may be eligible for a monthly stipend from UNOPS provided that they do not receive funds from other institutions.

For more details about UNOPS internships please follow this link:
<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Internships-and-volunteering.aspx>

[Additional Information](#)

- Please note that UNOPS does not accept unsolicited resumes.
- Applications received after the closing date will not be considered.
- Please note that only shortlisted candidates will be contacted and advance to the next stage of the selection process, which involves various assessments.
- UNOPS embraces diversity and is committed to equal employment opportunity. Our workforce consists of many diverse nationalities, cultures, languages, races, gender identities, sexual orientations, and abilities. UNOPS seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce.
- Qualified women and candidates from groups which are underrepresented in the UNOPS workforce are encouraged to apply. These include in particular candidates from racialized and/or indigenous groups, members of minority gender identities and sexual orientations, and people with disabilities.
- We would like to ensure all candidates perform at their best during the assessment process. If you are shortlisted and require additional assistance to complete any assessment, including reasonable accommodation, please inform our human resources team when you receive an invitation.

Terms and Conditions

- All UNOPS personnel are responsible for performing their duties in accordance with the UN Charter and UNOPS Policies and Instructions, as well as other relevant accountability frameworks. In addition, all personnel must demonstrate an understanding of the Sustainable Development Goals (SDGs) in a manner consistent with UN core values and the UN Common Agenda.
- It is the policy of UNOPS to conduct background checks on all potential personnel. Recruitment in UNOPS is contingent on the results of such checks.