



Pan American
Health
Organization



World Health
Organization
REGIONAL OFFICE FOR THE
Americas

**World Health Organization/Organización Mundial de la Salud
Pan American Sanitary Bureau/Oficina Sanitaria Panamericana**

POST DESCRIPTION

**Job Identification: CCOG 1.A.10.b
Job Profile: J1105**

**Duration of Post: Limited
 Indefinite**

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Advisor, Resource Mobilization	PRFN	P18379	P4	Washington, DC

OBJECTIVE OF THE OFFICE/DEPARTMENT

The mission of the External Relations, Partnerships and Resource Mobilization (ERP) Department is to lead the official relationships between the Pan American Sanitary Bureau (PASB) and the international community; mobilize political leadership and support especially in high-level political fora; lead, guide and facilitate resource mobilization at the international level, and build partnerships and collaborative arrangements to support PAHO and the Region's health strategies and goals. ERP manages the PAHO Secretariat's diplomatic functions and supports Member States and the PAHO Director to attain health priorities and objectives.

ORGANIZATIONAL CONTEXT

The incumbent serves as advisor within ERP, contributing to the mobilization of flexible, predictable and sustainable resources. The position plays a liaison role across PAHO/WHO departments, with WHO HQ, UN agencies, and public and private sector partners. By gathering, analyzing and sharing relevant intelligence, building strategic partnerships and relationships with a diverse portfolio of funders, and identifying and creating opportunities for funding and joint collaboration, the incumbent contributes to the attainment of biennial resource mobilization goals. Within established areas of responsibility, the incumbent analyzes the international health development cooperation environment, including the new trends of harmonization and alignment of the international community; develops strategies for resource mobilization, conducts resource mobilization efforts and advises on the development of initiatives, programs and projects related to the Organization's health priorities and to the interests of funding agencies and partners.

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Director, ERP, and the direct supervision of the Senior Advisor, Resource Mobilization, the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Provide strategic advice on the development, implementation and monitoring of PAHO's resource mobilization strategies and plans, including maintenance and enhancements of current information systems and tools;
- b) Act as ERP liaison on resource mobilization matters across the Organization, with WHO and other UN organizations, and with public and private sector stakeholders;
- c) Contribute to strengthening the Organization's resource mobilization pipeline by advising on engagement approaches, supporting the advancement of funding prospects, and helping increase the conversion of prospective partners into secured financial contributions;
- d) Analyze the international development cooperation environment and identify funding opportunities;
- e) Support PAHO's engagement with priority engagement partners, coordinating outreach, follow-up, and the development of partnership and resource mobilization materials;
- f) Provide strategic advice and contribute to the engagement with high-potential partners, identifying resource mobilization opportunities and supporting internal coordination to advance them;
- g) Prepare reports for PAHO Governing Bodies and PASB Executive Management on ERP priorities.

- h) Collaborate and actively contribute to negotiations and consultations with partners regarding agreements and contributions;
- i) Strengthen institutional capacity in resource mobilization and partnership development;
- j) Collaborate and actively contribute to project development, review, and corporate planning processes;
- k) Perform other related duties, as assigned.

KEY BEHAVIORAL COMPETENCIES

Overall attitude at work: Maintains integrity and takes a clear ethical approach and stance; demonstrates commitment to the Organization's mandate and promotes the values of the Organization in daily work and behavior; is accountable for work carried out in line with own role and responsibilities; is respectful towards, and trusted by, colleagues and counterparts.

Respecting and valuing individual differences: Treats everyone with dignity and respect, fostering positive relationships with everyone. Reflects on personal behavior to avoid stereotypes and considers situations from the perspective of others.

Teamwork: Collaborate and cooperate with others - Works collaboratively with team members and counterparts to achieve and build rapport; helps others when asked; accepts joint responsibility for the team's successes and shortcomings.

Communication: Write effectively/Share knowledge - Writes down ideas in a clear, structured, logical and credible way; drafts and supports the development of guidelines, policies and procedures. Shares relevant information openly and ensures that the shared information is understood; considers knowledge sharing as a constructive working method and demonstrates awareness of the Organization.

Producing Results: Work efficiently and independently/Deliver quality results - Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs. Aligns projects with Organization's mission and objectives. Consistently solves own and team's problems effectively as needed. Proactively engages in projects and initiatives, accepting demanding goals, in line with Organizational Strategies and Program of Work. Demonstrates accountability for work of team and sets an example, while explicitly articulating lessons learnt for own and team's benefit.

Ensuring effective use of resources: Strategize and set clear objectives/Monitor progress and use resources well - Sets specific, measurable, attainable, realistic and timely objectives for own team and/or the Organization; systematically analyses and anticipates priority projects for own team and allocates necessary resources to achieve them; identifies the cross-Organizational resources needed for large- scale projects in line with key Organizational objectives. Anticipates foreseeable changes and adapts own and team's projects in the face of unforeseen circumstances and/ or challenges; creates measures and criteria to monitor progress of overall projects against key Organizational objectives; creates cost-effective solutions for the Organization.

Building and promoting partnerships across the Organization and beyond: Develop networks and partnerships and encourage collaboration - Builds and negotiates strategic partnerships and alliances with a wide range of key stakeholders to ensure Organizational results and success. Creates innovative opportunities for promoting synergies inside and outside the Organization to improve Organizational success.

TECHNICAL EXPERTISE

- Demonstrated theoretical and practical knowledge of resource mobilization strategies, policy analysis, and partnership development involving external public and private sector partners, including bilateral donors, multilateral institutions, and foundations.
- Proven ability to provide strategic advice on the development, implementation, monitoring, and continuous improvement of resource mobilization strategies and plans, including the use, maintenance, and enhancement of corporate information systems, tools, and reporting mechanisms supporting resource mobilization and partnership management.
- Strong interpersonal and diplomatic skills, with demonstrated ability to engage effectively with senior-level officials, diverse stakeholders, and professionals from varied cultural and professional backgrounds; capacity to build, manage, and coordinate strategic networks in the international health and development field.
- Excellent analytical skills, including the ability to conduct complex analyses across political, financial, technical, and operational dimensions to inform the assessment, design, and implementation of initiatives in multi-sectoral and multicultural environments.

- Demonstrated mature judgment and strong technical, analytical, conceptual, interpersonal, and communication skills; ability to identify, assess, synthesize, and formulate well-grounded recommendations on sensitive political, institutional, and technical issues.
- Ability to integrate political, technical, managerial, and operational considerations into clear, actionable recommendations to support decision-making at senior management and governing body levels.
- Proven capacity to manage multiple priorities simultaneously in a complex organizational setting, including the ability to re-prioritize work and respond effectively to emerging demands on short notice.
- Excellent written and oral communication skills, including the preparation of high-quality reports, briefing notes, presentations, and persuasive technical documents for internal decision-making, external partners, and high-level governance and oversight processes.

EDUCATION

Essential: A bachelor's degree in international relations, public administration, economics, law or related field and a master's degree in economics, public policy, political science or any other field related to the functions of the post from a recognized institution.

EXPERIENCE

Essential: Nine years of combined national and international experience in resource mobilization, fundraising, or partnership development with donor or development cooperation organizations or non-governmental organizations. Experience must include a proven successful track record in resource mobilization.

Desirable: Experience within the UN system or international organizations would be an asset.

LANGUAGES

Fluency in English or Spanish with working knowledge of the other language. Knowledge of French and/or Portuguese would be an asset.

IT SKILLS

Demonstrated ability to effectively use current technology and software, as well as Enterprise Resource Planning (ERP). Other IT skills and knowledge of software programs such as Microsoft Excel, Outlook, OneDrive, PowerPoint, Teams, SharePoint, and Word are considered essential.