



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Terms of Reference

Senior Project Officer, IICA 3 (UNOPS)

Private Sector Partnerships Section (PSP), UNHCR Paris, France

UNHCR, the UN Refugee Agency, is offering a contract within the Private Sector Partnerships Services in our Office in Paris, France.

The position will be part of UNHCR's Private Sector Partnerships Unit, which sits within the Division of External Relations (DER) responsible for mobilizing resources to enable UNHCR's refugee response programming around the world.

Established in December 1950, the Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. For more than six decades, UNHCR's work in 128 countries has helped over 50 million of people to restart their lives. UNHCR's Private Sector Partnerships (PSP) plays a crucial role in helping expand the organization's supporters and funding base, while ensuring a sustainable and predictable stream of income.

UNHCR PSP has grown rapidly in recent years, introducing an ambitious strategy to 2025 that aims to consolidate this growth with a long term vision of raising US\$ 1 billion annually. France has been identified as an emerging market in UNHCR's PSP strategy meaning that UNHCR is committed to supporting the growth of fundraising in France. To this end, UNHCR has reserved investment funds to expand fundraising activity and has given approval to establish a National Partner (NP) for UNHCR in France - e.g. French committee for UNHCR. The registered entity (Association loi 1901/foundation reconnue d'utilité publique) will operate in a mature and competitive fundraising market.

The Senior Project Officer position, based in Paris, offers a unique opportunity to work within the PSP Europe team dedicated to raise funds and establish partnerships for UNHCR with the private sector in Europe.

Title: Senior Project Officer

Duty Station: Paris, France

Contract Type: International Specialist, IICA-3 (equivalent to P4)

Duration: until 31 December 2018 (with possibility of extension)

Advertisement start date: 12 September 2018

Advertisement closing date: 30 September 2018

Organizational context

The Private Sector Partnerships (PSP) Services works in different regions: Europe, MENA, Americas, Africa, and Asia, and further decentralizes at local levels. The Senior Project Officer position is part of PSP France team and it is based in the UNHCR Office located in Paris.

The position

We are seeking a dynamic and proactive team player, with a strong interest in fundraising, to become a steady and reliable asset to the UNHCR France operation within PSP Europe.

Under the supervision of the Senior Global PSP Officer for Europe and in close collaboration with PSP Officer in France, the staff member will work with the team to implement the transition to mitigate all existing PSP activity under the management of the national partner. In addition, the staff member will progressively hold responsibility of all fundraising operations in France and Monaco, including management of the French PSP team, financial reporting of investment funds and submission of PSP France plans and budgets.

The Senior Project Officer will be part of the France PSP team and is expected to work closely and liaise regularly with senior members of the PSP Regional and Global teams and to engage with France Branch Office of UNHCR.

Duties and responsibilities

Under the supervision of the Senior Global PSP Officer (Europe), the Senior Project Officer will perform the following responsibilities:

- Lead/coordinate the transition into the NP including, but not limited to, donor data migration, office set up, staff employment, financial management and procurement, website, donation platforms and ICT infrastructures;
- Establish procedures for NP as required by French law, including, liaison with board members, auditing and account reports, etc.;
- Secure sign-off on a Framework Agreement between UNHCR and the French NP to facilitate active fundraising under the NP by January 2020;
- Act as the liaison point with future board members of the NP;
- In conjunction with France PSP team, expand fundraising and partnership activities in France and Monaco in order to grow private sector contribution and engagement with UNHCR;
- Progressively hold overall responsibility for expenditure tracking of fundraising activities in France;

- Work with the Senior Global PSP Officer Europe, PSP staff in France and relevant stakeholders in developing PSP plans; submit all investment plans and quarterly reports accurately and on time.

Essential minimum qualifications and professional experience required

The ideal candidate will be required to have:

- Degree in Marketing, Political Science, Economics, Business Administration or any related field;
- Additional years of relevant work experience (minimum 9 years) in combination with a relevant bachelor's degree, may substitute for the requirement for a master's degree (minimum 8 years working experience);
- At least 8 years' experience in project management and implementation/planning gained in an international NGO, not-for-profit or similar organization;
- Significant experience of fundraising planning;
- Deep understanding on the French non-profit context and regulations & requirements;
- Familiarity with fundraising across a number of technique areas such as direct marketing, digital, corporate fundraising;
- Excellent organizational and project management skills including planning, stakeholder consultation, reporting, etc. and proven track record in managerial positions;
- Excellent written and oral communication and able to draft official documents of record and actively participate to internal meetings with senior management;
- Highly organized and autonomous, able to multi-task and prioritize workload in a fast moving environment;
- Strong interpersonal skills and able to build and maintain mutually beneficial working relationships in a multi-cultural environment;
- Fluency in English both written and spoken;
- Familiarity with UNHCR or other UN structure will be an asset.

Location

The successful candidate will be based with the team in UNHCR's office in Paris, France.

Conditions

The position is associated with a yearly contract, valid until end of the year, with possibility of renewal. It is a full-time role with working hours starting from 9 AM to 6 PM, Monday to Friday (40 hours per week).

The salary is in line with the UN International Professional salary scale.

To apply

Interested applicants should submit their letter of motivation, a dully completed (including all working experience) and signed Personal History Form (P11), and CV to hqpsphr@unhcr.org 'Senior Project Officer, Paris' in the subject of the email.

P11 forms are available at www.unhcr.org/recruit/p11new.doc