



UNHCR

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

Terms of Reference

Associate PSP Officer (LG), LICA 9 (UNOPS)

Private Sector Partnerships Section (PSP), UNHCR Brussels, Belgium

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

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.

As a part of the service, our colleagues in Private Sector Partnerships and Philanthropy roles (PPH) raise funds from corporations, foundations and HNWI's against an ambitious target. PPH does this through its established network of fundraisers located across 5 regions (Americas, Europe, Asia Pacific, Middle East and North Africa, Africa) and the coordination and support provided by PPH headquarters unit in Copenhagen. PPH manages a portfolio of around US\$ 130 million annually.

PSP having identified the need to further expand relations with corporations in Belgium and support in the wider European corporate efforts, has decided to create this function that will report into PSP Europe's management. Specifically for Brussels, in addition to another similar position encumbered in Belgium earlier in 2018, this new UNOPS Local Individual Contractor (LICA-9) will boost corporate fundraising specifically in Belgium and support wider European PSP efforts.

UNHCR has developed a \$1billion PSP fundraising strategy 2018-2025. Corporation and foundations and High Net-Worth Individuals have been identified a key area of PSP growth as part of this strategy. This role will be key in operationalizing the corporate component of the new PSP and LG strategies in Belgium and the wider European region.

The Associate PSP Officer (Belgium) position, based in Brussels, 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: Associate PSP Officer (Belgium)

Duty Station: Brussels, Belgium

Duration: 15 September 2018 – 31 December 2018

Contract Type: Local Support, LICA-9 (equivalent to NOB)

Advertisement start date: 8 August 2018

Advertisement closing date: 21 August 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 Associate PSP Officer (LG) position is part of PSP Europe Regional team (support Team for PSP Europe region) and it is based in the UNHCR Office located in Brussels.

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 PPH fundraising operation within PSP Europe.

The main responsibility of this position is to further expand relations with corporations, foundations and major donors in Belgium and the wider region, but it will also play a key role in operationalizing the several components of the new PSP and PPH strategies.

This role will report and work closely to the PSP Officer (Europe) who will set short term goals and monitor progress in line with the 2018 plan.

Duties and responsibilities

Under the supervision of PSP Officer (Europe), the Associate PSP Officer will perform the following responsibilities:

- Develop and support initiatives with corporations and other private sector donors (foundations and HNWI's), to obtain high value financial support for selected projects and programs, advocate and raise awareness for refugees, displaced and UNHCR and other partnership engagement as appropriate;
- Identify, support and develop national/regional opportunities in line with organizational priorities;
- Focus on the development of key multi-year PPH/PSP relationships in Belgium and be available for support for assignments in the larger Western European area.
- Development of compelling proposals and presentations for prospective new partners;
- Work closely with PPH network and key/senior UNHCR staff to develop and lead engagement plans to build relationships with senior corporate leaders and philanthropy networks;
- Support in the roll out of the global corporate plans and roll out of the PPH/LG strategy;

- Maintain detailed records of engagement and plans, using relevant systems to monitor progress in the development of partnerships.

Essential minimum qualifications and professional experience required

The ideal candidate will be required to have:

- Advance University degree in Law, Development, International Relations, Communication or related field;
- Minimum 2 years relevant experience in fundraising from private donors/foundations
- Excellent knowledge of English, French and Dutch (written/oral/comprehension)
- Experience working with a humanitarian reponse or international development organisation
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, with private sector donors particularly in the area of corporations and foundation fundraising techniques.
- Demonstrated record of success in generating significant funding commitments from corporates, foundations and other private sector donors
- Demonstrated ability in grant and proposal writing, reporting and communication materials at appropriate levels for varied partnership development.
- Demonstrated knowledge of methods, practices and procedures for obtaining information about the giving programs of foundations and private donors
- Excellent organizational, interpersonal and networking skills with large groups as well as with individuals.
- Demonstrated ability to take primary responsibility for projects and to complete them in a timely manner.
- Ability to build effective relationships with prospective corporates or foundation donors, and UNHCR technical teams and fundraising staff remotely.
- Ability to use contact management database and to present and interpret data for monitoring purposes

Location

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

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 local UN NO 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 'Associate PSP Officer, Brussels' in the subject of the email.

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