



# UNHCR

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

## Terms of Reference

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

Private Sector Partnerships Service (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 Department of External Relations (DER) responsible for mobilizing resources to enable UNHCR's refugee response programming around the world.

As a part of the service, colleagues in Private Partnerships & 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 4 regions (Americas, Europe, Asia Pacific and Middle East and North 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 foundations and major donors in Belgium and Luxembourg created this function reporting into PSP Europe's management.

The Associate PSP Officer 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 Belgium and Luxembourg.

**Title:** Associate PSP Officer (Belgium & Luxembourg)

**Duty Station:** Brussels, Belgium

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

**Duration:** yearly contract until 31 December 2020 (with possibility of extension)

**Application start date:** 16<sup>th</sup> March 2020

**Application closing date:** 24<sup>th</sup> May 2020

## 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 position will be part of UNHCR's Private Sector Partnerships Unit, which sits within the Department of External Relations (DER) responsible for mobilizing resources to enable UNHCR's refugee response programming around the world. Operationally, the position sits in the PSP Belgium & Luxembourg team based in Brussels.

## The position

We are seeking a dynamic and proactive team player, who is able to work independently as well, with a strong interest in fundraising, to become a steady and reliable asset to the UNHCR PPH fundraising operation within PSP Europe.

The main responsibility of this position is to further expand relations with foundations and major donors in Belgium and Luxembourg, but it also plays a key role in operationalizing the Foundation component of the new PSP and PPH strategies.

## Duties and responsibilities

Under the supervision of the Snr PSP Officer, the Associate PSP Officer will perform the following responsibilities:

- Develop and support initiatives with private foundations and other private sector donors (corporates and HNWIs), 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 both Belgium and Luxembourg and availability for assignments in the larger European francophone area in France, Monaco and Switzerland;
- 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 foundation leaders and philanthropy networks;

- Support in the roll out of the Global Foundation strategy and roll out of the PSP/PPH strategy;
- Maintain detailed records of engagement and plans, using relevant systems to monitor progress in the development of foundation 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 of relevant working experience in fundraising from private donors/foundations with a Masters degree or minimum 3 years of relevant working experience with a Bachelors degree;
- Excellent knowledge of English and French (written/oral/comprehension);
- Knowledge of Dutch is highly desirable;
- 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 private foundation fundraising techniques;
- Demonstrated record of success in generating significant funding commitments from private 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 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;

- Experience working with major donors and high net-worth individuals (HNWI) will be an asset.

## 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, duly updated (with all work experience) and signed Personal History Form (P11), and CV to [hqpsphr@unhcr.org](mailto:hqpsphr@unhcr.org) indicating "Associate PSP Officer (Belgium & Luxembourg)" in the subject of the email.

New/accepted Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

Only short-listed applicants will be contacted.

*The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.*