UNHCR Representation in China

Vacancy Announcement

Office of the United Nations High Commissioner for Refugees (UNHCR) invites applications for the below post.

Functional Title: Assistant Private Partnerships and Philanthropy (PPH) Officer
Position No.: 10034655
Contract/Grade: Temporary Appointment, NOA
Duty Station: Beijing, China
Section/Unit: Private Sector Partnerships
Entry on Duty: Immediately
Duration: six-month

Application closing date: 16 May 2021

1. General Background

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to provide protection (including assistance) and seek durable solutions for millions of refugees around the world. In the People’s Republic of China, UNHCR registers and conducts refugee status determination for those seeking asylum, working to help refugees find solutions to their situations. UNHCR is involved with ensuring support for the protection of refugees and works with Government authorities to build domestic capacity. In addition, it has a specific mandate for the prevention and addressing situations of statelessness.

2. Organizational Context

The Private Sector Partnerships Service (PSP) sits within UNHCR’s Division of External Relations (DER) and is responsible for mobilizing resources for refugees from the private sector. UNHCR has developed a Private Sector Fundraising Strategy 2018-2025 which has the ambition of growing PSP into a service capable of generating $1 Billion annually and identifies priority fundraising markets and regions.

As part of this strategy, and in order to achieve the ambitious objectives of mobilizing necessary resources for UNHCR, PSP’s Private Partnerships and Philanthropy (PPH) Section develops and strengthens long-term partnerships with companies, foundations and private philanthropists (“PPH donors”). As part of a wider fundraising team, the primary role of PPH colleagues is to seek various forms of support from PPH donors: securing funding for UNHCR programmes and projects will be considered priority, but the work also includes leveraging the capacities of these partnerships beyond funding, in order to build long-lasting
holistic partnerships bringing various forms of support to UNHCR and to persons of concern, such as advocacy, visibility, expertise, innovation and public engagement.

The contextualized position of NOA Assistant PPH Officer, based in Beijing, is part of the wider Private Sector Partnerships team in Beijing, reporting to the Associate PSP Officer, and assist in developing new partnerships and cultivating existing partnerships in the context of mainland China.

UNHCR’s China’s PSP team was established in 2019 with the primary focus to engage with Chinese private sector stakeholders to form partnerships and mobilize resources for UNHCR’s global operation. Over the past two years, outreach to Chinese private sector has been strengthened, but UNHCR’s engagement with the Chinese private sector is still small and not proportionate to the size of the market. China’s Belt and Road Initiative (BRI), the rapid development of Chinese Tech sector, and the high-level government commitment in climate change, the leading advantage of Chinese renewable energy sector have opened opportunities for UNHCR to engage with Chinese private sector in a strategic manner. Although a plan was developed to achieve this strategic direction, the lack of a dedicated PPH staff has impact on our ability to purse innovative partnership and mobilize resources in China to the benefit of the organization.

The position requires substantial engagement and communication with internal and external stakeholders, including working with peer PPH colleagues across the organizations, PSP regional and HQ colleagues, country operations when needed, and representing UNHCR to engage with external prospects and partners; therefore, candidates with rich experience in partnership development are preferred. While the position primarily focuses on execution of PSP team’s annual plan, he/she will also assist in developing PSP’s annual plans and long-term strategy.

3. Responsibility

- As delegated by the supervisor, support the engagement of PPH donors, and all activities relevant for the acquisition and strengthening of relationships with them, depending on the local market and philanthropic landscape.

- Support the preparation of pitches, presentations, proposals, reports and any other fundraising materials targeting PPH donors.

- Support the management of existing partnerships, e.g. by helping to draft donor reports, plan donor missions or other tasks necessary to ensure that relationships are appropriately nurtured.

- Support the team with desk and market research to provide intelligence to inform PPH initiatives and/or the approach to specific donors or sectors.

- Support on the logistics for internal and external events, including internal skill-shares.

- As delegated, and in collaboration with Administrative colleagues, support PPH colleagues with procurement, administrative and travel matters.
- Help to update content on PSP’s SharePoint platform, in order to improve internal communications, and to maintain a regular flow of information with colleagues within and outside PSP.

- Support PPH colleagues with information management and knowledge-sharing, through the collation and dissemination of documents and data pertaining to partnerships and philanthropy.

- Support the maintenance of up-to-date records of partnerships and relationships. This might include helping to keep track of income raised, keeping internal calendars and plans updated, and supporting on data entry and maintenance on Salesforce.

- Support the delivery of communications and visibility plans with PPH donors. This can include helping to gather and collate data/information on various topics and for specific audiences, to organize the logistics of content-gathering missions and to prepare communications materials.

- The incumbent of the position will perform in direct link with the broader PSP country market plans and context, including effective collaborating on and working towards non-direct cash elements together with IG and campaigns, such expanding network for other purposes like in-kind, free publicity, CRM or location access for face-to-face frontliners.

**Private Philanthropy**

- Support on the logistics of high-level events tailored for major donors and HNWIs.

- Support colleagues in the implementation of donor care plans to ensure that major donors are engaged with the organization.

- Support the delivery of high-quality presentations, proposals and reports for major donors and HNWIs.

- If applicable, support on data mining and on updating databases of existing and potential major donors.

**Foundations**

- Support colleagues in implementing initiatives designed to engage with foundations.

- Support on the preparation and submission of foundations grants, including budget and narrative submissions, by helping gather, consolidate and present information in line with deadlines.

- Support the logistics of the organization of or participation in events for foundations and philanthropic networks.

**Corporates**

- Support colleagues in implementing initiatives designed to acquire and/or strengthen partnerships with corporations and corporate foundations.

- Support colleagues in the implementation of donor cultivation and stewardship plans with corporate partners, including communications and visibility plans.

- Perform other related duties as required.
4. Essential Minimum Qualifications and Professional Experience Required

- One year relevant experience with Undergraduate degree; or no experience with Graduate degree; or no experience with Doctorate degree.

- Field(s) of Education: Marketing, Communications, Journalism, International Relations, Economics, Social Sciences, Business Administration/Management or other relevant field.

- Certificates and/or Licenses: Fundraising

- Relevant professional experience with exposure to an international environment and/or with humanitarian or development organizations. Ability to produce high-quality written materials tailored to specific audiences. Ability to balance different and sometimes competing needs and deadlines. Experience in coordinating multiple stakeholders, with an ability to multi-task, manage time, and thrive in a high-pressure environment. Experience in a UN field location and/or working in a developing country, with an ability to function well in a multi-cultural environment. Knowledge of CRM systems, ideally Salesforce.

- Desirable: Knowledge of humanitarian programming and/or UNHCR programmes and operational arrangements. Knowledge of partnerships, fundraising, and/or relationships with donors and/or external partners. Knowledge of SharePoint 365 platform. Experience in marketing and/or communications. Knowledge of CRM tools, ideally Salesforce.

- Fluency in English and Mandarin (verbal and written), working knowledge of another relevant UN language is desirable.

5. Functional Skills

- FR-PSFR Management/Support of Private Sector Fundraising Investment processes/procedures
- FR-Fundraising
- FR-Fundraising materials production and management
- FR-Fundraising Mechanism of Donor Governments
- FR-Corporate Fundraising and/or Foundation Fundraising
- FR-Leadership Giving/Individual Giving Fundraising programmes
- FR-Corporate Partnership Fundraising
- FR-Experience in fundraising organizations
- FR-Emergency Fundraising
- FR-Middle and/or Major Donor Fundraising
- FR-Fundraising (incl. operations, programmes)
- FR-Experience in Private Sector Fundraising
- FR-Fundraising - High Net Worth Individuals (HNWI)
- FR-PSFR Management of Private Sector Fundraising Investments in new markets
- IT-MS Office Applications;
- IT-Business Intelligence (BI)
- IT-Computer Literacy
• CL-Multi-stakeholder Communications with Partners, Government & Community

6. Competency Requirements

   **Core Competencies:**
   - Accountability, Communication, Organizational Awareness, Teamwork & Collaboration, Commitment to Continuous Learning, Client & Result Orientation

   **Managerial Competencies:**
   - Empowering and Building Trust, Managing Resources, Managing performance

   **Cross-Functional Competencies:**
   - Negotiation and Conflict resolution, Political Awareness, Stakeholder Management

Applicants who wish to be considered for this vacancy should send their (i) Letter of Motivation, (ii) CV, (iii) updated Factsheet (internal candidate only) and (iv) signed Personal History Form (available at <http://www.unhcr.org/hk/wp-content/uploads/sites/13/2017/10/UNHCR_Personal_History_Form_October-2017.zip>) by email to chibe@unhcr.org with subject “Assistant PPH Officer (Post No. 10034655)” no later than 16 May 2021.

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**Note:**

1) Incomplete applications will not be considered.

2) Only those short-listed candidates will be notified and invited for written test and interview.