Functional Title : Face to Face Fundraiser  
Category & Level : UNOPS, Individual Contract Agreement, LICA-1  
Duty Station : Jakarta, Indonesia  
Entry on Duty : 01 November 2020  
Annual Salary : IDR 62,028,000  
Closing Date : 18 October 2020

Position Objective:
To raise funds for UNHCR Indonesia by signing up monthly donors to UNHCR at campaign locations directed by PSP Unit

Duties and Responsibilities

Under the direct supervision of Face to Face Team Leader and PSP Associate (F2F), Face to Face Fundraiser will perform the following duties in his/her area of responsibility:

Fundraising
1. Approach potential UNHCR donors in public or private places and recruit monthly donors in line with the Fundraiser Code of Conduct set by UNHCR Indonesia
2. Work in accordance with the schedule and locations prearranged by the UNHCR Indonesia Face-to-Face Unit
3. Understand and comply with the guidelines of the Face-to-Face Fundraising Team Leader or person in charge for proper operation of the team

Advocacy
Represent UNHCR Indonesia on the street and at indoor locations in a professional manner, including appearance and communications with the public

Training
1. Participate in trainings, briefing sessions and meetings as required by UNHCR Indonesia
2. Maintain an interest in and awareness of UNHCR’s mandate and refugee protection

Administration
1. Collect pledge forms from new donors that are filled out accurately, legibly and completely
2. Handle personal information with cautiousness
3. Securely hand over completed pledge forms to the Face-to-Face Fundraising Team Leader in charge
4. Complete the pledge form by making follow-up calls to the new donors whose personal information details or bank details were incomplete
5. Manage and maintain adequate supplies of sign-up forms, welcome packs, etc.
Campaign Location
Secure storage space for campaign materials if necessary

Other
The Face-to-Face Fundraising Fundraiser may be asked to perform other similar duties as required. The duties will require related skills.

Working Relationships: PSP Associate F2F, Face-to-Face Fundraising Team Leader(s), and Face-to-Face Fundraising Fundraiser(s)

Working Days/Hours: 5 working days per week, (First Shift 9.30 am to 3.30 pm) and Second Shift 3.30 pm to 9.30 pm) 6 hour per day

Working Locations: Face-to-Face Campaign Locations

Qualifications/Requirements

Education: Minimum Completion of the Secondary Education (High school diploma) preferably in Communication, Marketing or Sales or another related field.

Experiences: Minimum of 1-year previous relevant job experience (As Face to Face Fundraiser preferably)

Nationality: Citizen of Indonesia

Required Competencies

1. Clear understanding on the cause of the organization
2. Knowledge of and experience in sales or promotion work
3. Ability to work in a team
4. Results-driven
5. Acts with integrity, honesty and responsibility
6. Good communication skills

Supervision exercised and guidance given

On-the-job training will be provided to the successful candidate.

Candidates who wish to be considered for this vacancy should send their CV, motivation letter and signed Personal History/P.11 form (available at http://www.unhcr.org/id/en/job-opportunities) to UNHCR Indonesia via e-mail to:

INSJAF2F@unhcr.org

DEADLINE FOR APPLICATIONS: 18 October 2020

IMPORTANT: Candidates put F2F_PSP_Full Name as the subject of the email (e.g. F2F PSP Andini Aprilia)

Applications from all genders and persons with disabilities are encouraged to apply.

Late applications will not be considered.

Only those short-listed for the tests (Written & Interview) will be notified.