



# UNHCR

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

## UNHCR REPRESENTATION IN INDONESIA INTERNAL/EXTERNAL VACANCY NOTICE

**No. 01/PSP/F2F/INSJA/001 - UNOPS**

<b>Functional Title</b>	: Face to Face Fundraiser
<b>Category &amp; Level</b>	: UNOPS, Individual Contract Agreement, LICA-1
<b>Duty Station</b>	: Jakarta, Indonesia
<b>Entry on Duty</b>	: 01 March 2024
<b>Annual Salary</b>	: IDR 62,028,000
<b>Closing Date</b>	: Opening as per monthly quota until December 2024

### **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 Sr PSP Assistant (Trainer), Face-to-Face Fundraising City Coordinators, 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 hours 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.

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Candidates who wish to be considered for this vacancy should send their CV in English, 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](mailto:INSJAF2F@unhcr.org)**

**IMPORTANT:** Candidates put **F2F\_PSP\_Jakarta\_Full Name** as the subject of the email (e.g. F2F PSP Jakarta 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 (Pitch video, Written & Interview) will be notified.**