

# VACANCY NOTICE

# Private Sector Partnerships Associate

# PSP Denmark, Private Sector Partnerships Service

# Division of External Relations (DER)

**Vacancy Notice No:** CPH/VN/2021/022

**Title:** Private Sector Partnerships Associate (PPH)

**Contract Type:** UNOPS LICA-6 (Local Individual Contractor Agreement)

**Duty station:** Copenhagen, Denmark

**Duration:** from 15/06/2021 to 31/12/2021

**Application deadline:** 26 May 2021

## UNHCR søger ny kollega til at assistere med privatsektorpartnerskaber i Danmark

Har du lyst til at arbejde med privatsektorpartnerskaber og fundraising for UNHCR, FN’s Flygtningeorganisation, i Danmark? Vi søger en dygtig og struktureret kollega, der skal understøtte vores lille men ekspanderende team i arbejdet med at opbygge og videreudvikle UNHCR’s samarbejde med førende danske fonde og virksomheder. Du har en skarp pen på både dansk og engelsk, et øje for detaljen og vigtigheden af god kommunikation, en struktureret tilgang, trives godt i en ”blæksprutte” funktion med mange samarbejdspartnere, og du elsker at være med til at systemopbygge i et travlt og dynamisk miljø. Du vil blive en del af et mindre dansk team i FN Byen i København med en stor kontaktflade til vores hovedkontor, feltoperationer og partnere. Selvom jobbet formelt set er tidsbegrænset er der mulighed for forlængelse.

Organizational Context

Established in December 1950, UNHCR is mandated to lead and coordinate international action to protect and assist refugees. In more than seven decades, UNHCR has helped more than 70 million people restart their lives. Today, UNCHR staff in more than 130 countries continue to help and protect millions of refugees, returnees, internally displaced and stateless people.

UNHCR has relocated several key functions from our Headquarters in Geneva to UN City in Copenhagen, including UNHCR’s Private Sector Partnership Service (PSP) supporting UNHCR’s growing engagement with the private sector in all regions of the world. This is a high priority area as we face a historic refugee crisis and financial support and strong engagement of the general public and the private sector is more critical than ever before.

In 2018 the PSP Office covering Denmark was established. PSP Denmark is now doubling its size and is set to meet ambitious results in 2021 and beyond.

UNHCR continues to scale up its engagement with the Danish private sector, in particular large foundations and corporates, through strong strategic partnerships that involve financial or in-kind support as well as technical collaboration, employee and/or customer engagement, joint advocacy and campaigns or other forms of collaboration.

UN City currently hosts 11 UN organizations with 1,500 staff representing more than 100 nationalities.

## Purpose and Scope of Assignment:

The position will be part of UNHCR’s PSP Denmark team and it formally reports to the PSP Officer. The tasks of the PSP Associate will be the following:

Duties and Responsibilities

* Assist with identifying and developing strategic partnership and fundraising opportunities amongst Danish companies and foundations through research, outreach to and cultivation of relationships;
* Prepare compliance screening reports for submission to PSP’s global team;
* Prepare presentations, pitches and partnership outlines and participate in meetings with private sector partners;
* Draft or adapt compelling partnership proposals in close collaboration with PSP’s global teams;
* Contribute to accurate and timely reporting to private sector partners in close collaboration with PSP’s global teams;
* Expand communication interface with the private sector through various communication channels, incl. social media and other digital platforms in Denmark, visibility material at major events etc.;
* Prepare workshops, meetings and networking events, including in a broader UN City context;
* Contribute to the further strategic development of UNHCR’s engagement with the private sector in Denmark;
* Assist with administrative tasks, incl. quarterly reporting, annual planning, expense management and more;
* Perform any other tasks, incl. administrative tasks as required.

## Essential Minimum Qualifications and Professional Experience Required

**Education and professional work experience**

* Secondary education with preferably a degree in International Relations, Political Science, Communications, Development/Refugees studies or a related field.
* Minimum 3 years of relevant work experience with secondary education or minimum 2 years of relevant work experience with Undergraduate degree (equivalent of a Bachelor’s);
* Relevant work experience preferably in private sector partnerships/fundraising related in a not-for-profit or international organization.

**Functional Skills**

**Required**

* Excellent communication and presentation skills and experience with strategic communication, incl. for campaigns and brands;
* Fluency in English and Danish, with advanced writing and editing skills;
* Analysis, planning and organizing competencies with ability to multitask and prioritize workload despite tight deadlines;
* Strong interpersonal skills and ability to develop and maintain effective work relationships with a wide variety of internal and external stakeholders;
* Excellent knowledge of MS Office.

**Desirable**

* Solid understanding of the role of the private sector in the humanitarian sphere;
* Knowledge about international humanitarian work and strong interest in the refugee cause;
* Experience with working in an international, multicultural environment;
* Experience with administrative matters, incl. procurement, budgets, forecasts and planning;
* Experience with graphic design (Indesign, Adobe, etc.).

## Location and Conditions

The successful candidate will be based in Copenhagen, Denmark.

This position is up to the end of the year with possibility of extension. It is a full-time role (40 hours per week).

## To Apply

Interested candidates should apply online through the [MSRP Portal](https://public.msrp.unhcr.org/psc/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?FOCUS=Applicant&SiteID=2&%23_ga=2.78000215.2118901939.1612719035-1671128879.1608035396%20%20) with a Letter of Interest. Find the job on UNHCR’s online job portal (see link below) by searching for job no. 26809 in the “Keywords” search bar on the top of the page.

Job Opening ID 26809: Private Sector Partnerships Associate, PSP Denmark, UNOPS LICA-6

For technical issues, please contact our service desk at HQUSSD@unhcr.org

For any other queries, please contact dencocmuhr@unhcr.org

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, color, sex, national origin, age, religion, disability, sexual orientation and gender identity.

**The deadline for applications is midnight 26 May 2021.**