



UNHCR

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

**United Nations High Commissioner for Refugees (UNHCR)
Manila, Philippines**

**Vacancy Notice no. 10/2019
EXTERNAL**

Position Title: Private Sector Partnerships (PSP) Associate (Fundraising Communications)	Date Issued: 14 June 2019
Position Level: G-6	Closing Date: 28 June 2019
Report To: Assistant PSP Officer	Duty Station: Manila
Contractual Status: Temporary Appointment	

ORGANIZATIONAL CONTEXT.

The Private Sector Partnerships (PSP) Associate supports the Assistant PSP Officer in the development and implementation of an integrated fundraising communications and public engagement strategy to ensure reach to UNHCR Philippines' target audiences via offline, online and multi-channel platforms and set the course for sustainable and long-term fundraising growth.

This post performs a broad range of specialized duties primarily leading the development of high quality content that conveys UNHCR brand consistently across all platforms directed to UNHCR's diverse audiences. PSP Associate for Fundraising Communication promotes the UNHCR brand by producing engaging content about refugee issues to build awareness among the public, media, leads, and donors to the end of improving and achieving long-term revenue growth from the Philippine donor market.

The incumbent is supervised by the Assistant PSP Officer. S/He maintains regular contact and coordination with UNHCR Philippines' service providers, media, and private individuals who are supporters, prospective and/or existing donors.

FUNCTIONAL STATEMENT.

Accountability

- Improved standing of UNHCR versus peers in the Philippine charity landscape
- Increased Filipinos' awareness about UNHCR's work thereby positively impacting on income and steering positive sentiment on refugees
- Increased share of voice in media coverage
- New media partnerships are initiated
- Donor satisfaction on UNHCR communication, measured by KPIs such as retention and donor development

Responsibility

- Enhance and implement the fundraising communications strategy to the end of building supporter loyalty, brand awareness, and long-term donor value
- Establish media partnerships and /or close working relationships with various media and content partners to promote, maintain, and strengthen UNHCR's brand across all media avenues
- Analyse and understand donors expectations and behaviours and tailor fit the communication to the profile of different audiences
- Work with Donor Acquisition and Donor Retention Associates to brainstorm new and innovative growth strategies
- Plan advertisements, exhibitions, focus-group discussions, social events and other activities to promote a better understanding of UNHCR's aims, activities and accomplishments by the general public and/or organized groups.
- Organize and streamline content-offerings into audience-friendly concepts
- Scope for public engagement opportunities and negotiate a mutually beneficial partnership
- -Work closely with the Regional Public Information Officer and Global Fundraising Communications Department to ensure the fundraising communication activities in the Philippines are in line with global and regional communications strategy
- -Manage creative agencies and other promotional contractors
- Provide support in building relationship and engagement with Goodwill Ambassador
- Draft briefing notes, talking points, minutes, press releases, reports including situation reports and other papers as needed
- Assess and report on effectiveness of communication strategies and marketing campaign's overall performance
- Perform other duties as required

Authority

- Identify, assess and select service providers based on their capability for delivering fundraising, brand building and public engagement requirements

REQUIRED COMPETENCIES

<u>Code</u>	<u>Managerial Competencies</u>	<u>Code</u>	<u>Cross-Functional Competencies</u>
√ M001	Empowering and Building Trust	√ X001	Analytical Thinking
√ M002	Managing Performance	√ X002	Innovation and Creativity
		√ X003	Technological Awareness
		√ X005	Planning and Organizing
		√ X007	Political Awareness

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- University degree in communications, journalism, public relations or other related discipline
- Minimum of six years of relevant work experience preferably in the non-profit sector
- Proven ability to deal with multiple tasks in a courteous and service oriented manner in a demanding working condition that often has short deadlines
- Excellent communication skills both orally and written
- Strong organizational skills
- Proficient in content management system (CMS), photoshop, web and video editing packages

DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Team player
- Well-connected with media networks in the Philippines
- Previous experience in organizing large scale events is a strong advantage

APPLICATION INVITED FOR FILIPINO NATIONALS ONLY.

Please email your Motivation Letter, Curriculum Vitae and P.11 with subject: “**Application- VN-10/2019-PSP Associate (Fundraising Communications)**” to: PHIMAVAC@unhcr.org

Only applicants meeting minimum requirements will be short-listed for written test & interviews.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

P.11 form can be downloaded from the following links:

P-11: http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_Personal_History_Form_October-2017.docm
SUPPLEMENTARY FORM: http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm