

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT**

Vacancy Notice No. 36/2020

(Re-Advertisement)

*****Please note that this is a re-advertisement. Candidates who already applied to the previous advertisement do not need to reapply.**

Title of Post	PSP Officer	Category/grade	NO-C
Post Number	10014481	Type of contract	Fixed-Term Appointment (FTA)
Location	Bangkok, Thailand	Date of Issue	8 January 2021
Effective date of assignment	As soon as possible	Closing Date	24 January 2021

Operational Context

Area of expertise: Head of Country Operation

Nature of the Position

The Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources from the private sector. UNHCR has developed a US\$1 Billion Private Sector Fundraising Strategy 2018-2025.

In this strategy, Thailand is considered as a market with long growth potential, able to raise around \$ 10 million in the years to come. Thailand is an increasingly developed and competitive private sector fundraising market that requires an experienced private sector fundraising professional to maximise this potential. This position has a key role to play not only in day-to-day supervision of a growing team (around 10 people + a Face to Face in house team) covering an increasingly complex programme but also through strategic leadership, motivation and staff development. The incumbent will also need to demonstrate an innovative mindset and an ability to be agile and flexible to seize and create opportunities.

Reporting directly to the Regional Senior PSP Officer, he/she will lead the Thailand PSP team covering all PSP related tasks. The position aims to maximize the donor base from the private sector for the Agency, and is responsible for managing the individual giving, leadership giving (corporate/foundation/ major donors), and to strengthen donor retention and donor development.

In Thailand, where the giving culture is well established, where refugee issues are sensitive and of a relatively low public priority, the external focus of the position is vital to increasing awareness of refugee issues. This requires a mature, seasoned and analytical approach. Communication with various partners such as the media, celebrities and social influencers is a key component of the post, particularly in a country where international staff cannot communicate in the language of the majority of these donors and partners (Thai). In this area, the incumbent of the post will have to work closely with the Representative (and other UNHCR units), as well as keeping them well informed and engaged in our fundraising operations

Additional Relevant Skills:

CO-Strategic Communication

FR-Experience in fundraising organizations

Organizational Setting and Work Relationships

The Private Sector Partnerships Officer (PSP Officer) is a managerial position within a given PSP country or multi-country operation and is part of a larger Private Sector Partnerships (PSP) team expected to manage, advise and support PSP markets in their respective area of responsibility (AOR). The PSP Officer will be supervised by the senior PSP staff in the country, multi-country office or HQ. The PSP Officer is responsible for meeting the income targets within the given budget set by the senior PSP staff at HQ, MCO levels.

The incumbent will prepare budget estimates for new markets in development, as well as for existing markets in the AOR under the supervision and agreement of the supervisor. On this level, the responsibilities correspond to a medium to large size AOR, with steady markets and corresponding stable growth in income. The incumbent has staffing and fundraising activities under the supervision.

The PSP Officer is responsible for the development, planning and implementation of the fundraising programs related to both Individual Giving (IG) and Private Partnerships and Philanthropy (PPH). The incumbent oversees the PSP fundraising communications functions, as applicable.

Following guidance from the supervisor, the incumbent will encourage and facilitate the engagement of senior UNHCR staff members in the AOR, Bureau and in relevant Divisions and Entities in HQs to support PSP activities and donors. In addition, the incumbent ensures that the PSP fundraising and related activities are well-integrated in the local context and fosters a solid working relationship with the country Representative and the Operation. The PSP Officer will develop and support actions aimed at strengthening the relationships and keeping UNHCR stakeholders aware of PSP activities.

The PSP Officer will contribute to the overall management of PSP activities in the respective location by managing PSP staff under supervision and administering the PSP office efficiently.

The position provides regular and timely information on developments in relation to administrative matters within the domain of its geographical area of responsibility to the supervisor. Subject to specific operational, socio-economic or security developments in the AOR, and in close alignment with the country Representative, the incumbent will direct and guide the PSP team in taking appropriate course of action.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties

- Develop and implement a strategic plan for Private Sector Partnership in the market, reflecting the country advocacy strategies and global PSP strategies.
- Ensure coordination with programme, livelihoods, durable solutions and other key UNHCR staff in the AOR, as applicable, to identify programme areas for PSP to support; collaborate to structure donor proposals and secure donations from PPH partners.

- If delegated, manage and/or oversee the PSP budget in the AOR, supervise PSP (UNHCR regular and affiliated staff) in order to ensure National Growth Fund (NGF) projects operate within approved budget.
- Contribute in the effective implementation of the Organization's global private sector fundraising strategy within the AoR.
- Oversee the development of an individual giving acquisition program which could include Face to Face, Direct Mail, print ad, Digital or DRTV in addition to other methods determined to be appropriate.
- Oversee donor development, supporter experience and donor care programs to increase donor retention and improve life-time value of donors in the AOR.
- In consultation with the supervisor, provide advice on PSP investments (NGF) on the different fundraising channels, bringing maximum return on investment to the Organization at minimum risk.
- Cultivate and maintain cordial relations with relevant corporate donors and media partners when it is related for fundraising in order to seek their increased financial and other types of support for UNHCR.
- Oversee the development and maintenance of a donor database, in which financial supporter's private information and donation history are saved.
- Oversee the development, maintenance, updating and enhancement of all the fundraising communication messages and materials for print and internet-based online outlets in order to maximize the loyalty of the donors for UNHCR.
- Provide regular and quarterly reports to the relevant internal recipients inside UNHCR (country, regional and HQ level).
- Ensure the compliance with the relevant domestic law related to fundraising practice, fundraising licencing and data protection.
- Manage PSP activities and staff in the AoR to ensure efficient fundraising operations meeting expected income growth targets.
- If delegated by the supervisor, give approval to national and/or regional PSP implementation of activities within agreed budgets, staffing plans and annual plans.
- Ensure the compliance with UNHCR corporate brand and its delivery for public engagement within the AoR and following PSP global guidelines.
- Coordinate and work closely with Representative(s) and Communications team to integrate plans as it relates to events, public engagement initiatives, campaigns, communications and outreach.
- Perform other related duties as require.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree

Field(s) of Education

business/marketing; social sciences; or other relevant field.

Relevant Job Experience

Essential

- Multiyear private sector fundraising experience in a not-for-profit organisation.
- Proven and successful multi-year track record in private sector partnerships (fundraising).

- Experience with developing and implementing private sector fundraising plans and budgets.
- Proven ability to meet fundraising targets and to negotiate and secure corporate and foundation partnerships for a monetary value of the one noted in the Operational Context.
- Proven experience in developing and implementing PSP plans and budgets.
- Proven ability to meet fundraising targets.
- Proven experience in managing high level meetings
- Proven ability in understanding how to reconcile the needs of the Organization with those of the donor.
- Experience with organizing workshops, trainings and coaching staff.
- Proven ability to write, draft, and edit letters, proposals, appeals, reports, acknowledgements, briefings, and donor correspondence when appropriate and ability to explain complex issues to external donors and present the Organization and diverse operations in an appealing and concise manner.
- Proven experience in managing growing teams; Excellent Leadership/Managerial skills and high emotional intelligence
- Proven ability to work with a variety of stakeholders.

Desirable

- Experience of working within the UN system, either in headquarters, a field operation or in a fundraising position.
- Experience in emergency fundraising for a humanitarian organisation.
- Experience in handling “Corporate Social Responsibility” programs and corporate recognition programs.
- Experience with raising funds from large groups of individuals through direct marketing techniques.
- Excellent computer skills with particular reference to word, excel and PowerPoint.
- Ability to work independently and take initiative.
- Ability to solve problems creatively and efficiently.

Functional Skills

MS-Drafting, Documentation, Data Presentation;

FR-Fundraising - High Net Worth Individuals (HNWI);

FR-Fundraising Mechanism of Donor Governments;

FR-Fundraising-face to face, mass appeal, digital, emergency, DRTV, etc.;

FR-Revenue Growth and Strategy Setting experience in Corporate Fundraising;

FR-PSFR Management of Private Sector Fundraising Investments in new markets;

FR-PSFR Management/Support of Private Sector Fundraising Investment processes/procedures

FR-Middle and/or Major Donor Fundraising;

Language Requirements

Fluency in English and Thai

Competency Requirements

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies

Empowering and Building Trust
Judgement and Decision Making
Leadership
Managing Performance
Managing Resources
Strategic Planning and Vision

Cross-Functional Competencies

Stakeholder Management
Political Awareness
Innovation and Creativity

Eligibility:

Candidates must be Thai nationals.

Internal staff members should consult the Recruitment and Assignment of Locally Recruited Staff (RALS), UNHCR/AI/2020/1/Rev.1. If you have any question regarding the eligibility, you may also contact the HR unit.

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation, updated factsheet (for internals), signed Personal History Form (for externals) by e-mail** clearly stating the position title, vacancy notice number and your Last Name in the subject line to **THABAHR@unhcr.org** by the closing date.

The Personal History Form and its supplementary sheet can be downloaded from:

https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm and
https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

Refugees – who cares? We Do