

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

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## Individual Contractor (IC) – UNOPS Associate Partnerships Officer, UNOPS LICA-9

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**Title: Associate Regional Partnerships Officer****Contract type: International ICA****Contract level: UNOPS LICA-9 (National Professional Officer)****Department/office: Private Sector Partnerships (PSP) / UNHCR Washington****Application period: 21 October – 15 November 2019****General Background**

The purpose of UNHCR's Private Sector Partnerships (PSP) service is to generate income from individual donors, corporates and foundations to grow and sustain UNHCR's activities worldwide. This position will act as the principle account manager for a few key accounts and partnerships and will coordinate these relationships with relevant stakeholders in PSP and UNHCR's offices in the USA and globally as required.

PSP account management of its private sector supporters aspires to ensure that each relationship delivers the maximum value possible to UNHCR while remaining aligned with PSP's operational processes, policies, PSP's overall strategy and UNHCR's priorities. The incumbent will therefore work closely and in collaboration with internal stakeholders in the Regional Office in Washington, the Global Communication Desk in New York and Private Partnerships and Philanthropy (PPH) team in Copenhagen to develop and deliver valuable initiatives from the accounts managed.

**Duties and Responsibilities:****UN Foundation Account Management**

- Act as both the donor facing account manager and the coordinator with stakeholders across UNHCR
- Collaborate closely with the PPH team in Copenhagen to develop compelling and successful project proposals that reflect available budget spaces and achievable reporting requirements.
- Interface with UNF's principle contact and program managers to ensure project alignment and fluid communication flow.
- Collect, share and coordinate information across relevant UNHCR stakeholder to provide account details and current state. This centralized information sharing will support more fluid account management and tracking of results and collaborations
- Provide relevant information to PSP's Finance Unit to enable accurate and timely financial management. Prepare Budget Committee memos for OL increases as required.
- Coordinate field visits that strengthen the relationship and creates new grant making opportunities according to PSP policies.
- Coordinate with relevant internal stakeholders and UNF to develop joint communications and advocacy strategies
- Support the Global Communications Desk in communications and engagement collaborations with UNF (for example, during UN General Assembly Week, World Refugee Day, etc.)

**Other Partnerships**

- Act as focal point for other key identified partnerships and coordinate with relevant stakeholders
- Other duties as assigned

**Education:**

- A university degree (BA) in business/marketing, social sciences, humanitarian studies, international development or a related discipline.
- Post graduate studies in related discipline is an asset.

# Associate Partnerships Officer LICA-9 (UNOPS)

## Work Experience:

- At least three years' relevant work experience in combination with bachelor degree (or two years for master's degree holders) preferably with two years in commercial account management or private sector fundraising background with a NGO or an international organisation, communications or public relations experience desirable;
- Proven track record of building and maintaining long term relationships;
- Experience in the creation of proposals, annual plans and budgets;
- Experience managing multi stakeholder relationships and coordinating information across internal (inside the organisation) and external (external to the organisation) stakeholders;
- Proven experience in organizing, facilitating and managing meetings;
- Strong personal and group presentation and communication skills;
- Ability to reconcile or match the needs of the organization with those of the account;
- Good negotiation skills with experience across different cultures and educational backgrounds;
- Proven ability to write, draft, and edit letters, proposals, appeals, reports, acknowledgements, briefings, and donor correspondence for external supporters;
- Flexible working hours to accommodate global conference calls and across different time zones;
- Proven ability to deal with multiple tasks in a service-oriented manner with short deadlines;
- Excellent knowledge of written and spoken English, working knowledge of other UN language a plus.

## Key Competencies:

- Empowering and Building Trust – Deliver against objectives while working collaboratively across teams.
- Strategic Planning and Vision – Create collaboratively a shared vision with accounts that includes the preparation of plans, budgets and activities that support these goals.
- Negotiation and Conflict Resolution – Address conflict and create open, trusting relationships.
- Planning and Organizing - Ability to accurately capture and transfer information across teams.
- Stakeholder Management - Client focused, happy to help, flexible attitude.

## Legal Status:

- Applicants must have legal residence with valid work permit in the US.

**Application deadline: 15 November 2019 by close of business, 5 p.m. (Washington DC time).**

Receipt of application will not be acknowledged and only short-listed candidates will be contacted for interview. Interested candidates meeting the above requirements are requested to submit 1) UNHCR Personnel History Form available: [www.unhcr.org/recruit/unhcr-phf.docm](http://www.unhcr.org/recruit/unhcr-phf.docm) if needed extra space, please also use Supplementary Sheet available: [www.unhcr.org/recruit/unhcr-phf-sup.docm](http://www.unhcr.org/recruit/unhcr-phf-sup.docm) along with 2) a letter of motivation by e-mail to [usawaadm@unhcr.org](mailto:usawaadm@unhcr.org) quoting “**Asso. Partnerships Officer – UNOPS**” in the subject line of the email. 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.

**Late or incomplete application will not be accepted.**

**Please no phone calls.**