



UNHCR

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

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGES (UNHCR)
Private Sector Partnership Unit, Dubai, United Arab Emirates.**

Internal/External Vacancy Announcement

UNHCR Office in Dubai is seeking applications from qualified individuals for the following Job Opening:

Position Title: Senior PSP Associate - Philanthropy
Position Grade: G7
Position Number: Fixed Term
Duty Station: Dubai, United Arab Emirates
Date of Advertisement: 01 July 2019
Deadline: 15 July 2019

Applications:

With growth of PSP activities across MENA, and especially in terms of Islamic Philanthropy the Zakat pipeline has been expanding to show promising funding potential. This means that the existing PSP MENA team has an increasing number of HNWI Islamic Financial Institutions and Foundation prospect donors to extensively follow up on in order to diversify sources of income and maximize, sustain and grow PSP results on annual basis.

PSP MENA is in need to hire a Senior PSP Associate to support PSP Officers in effectively monitoring the corresponding pipeline, and managing relevant accounts to raise an annual direct income of \$1USD, and an indirect annual income of more than \$3M from Islamic Philanthropy and Zakat prospect donors/ partners. With the incumbent in place, PSP MENA should be able to efficiently deal with an aggregated pipeline of some 100 accounts to meet the planned PSP growth in the GCC and MENA as a whole.

Description of Key Responsibilities:

FUNCTIONAL STATEMENT: *Focusing on the deliverables and the achievements expected from the job, describe the functions to be performed by the incumbent of the position. Describe also the engagement and the degree of relationships with clients/partners, and the impact of actions.*

Under the overall supervision of the PSP Officer, the Senior PSP Associate - Philanthropy will be responsible to:

- **Strategy & Implementation:** support PSP Officer in crafting relevant and dynamic PSP strategies, taking into account internal and external factors, especially in terms of HNWIs and corporations in the context of Islamic Philanthropy for the region. In addition to providing support in the realization of these strategies and putting together respective action plans for implementation with the largest degree of flexibility possible.

- Prospect Research: in line with the agreed strategy for Islamic Philanthropy, carry out on-going market research for relevant MENA countries in order to identify new prospects and prepare engagement/ cultivation plans (when needed) mainly on HNWIs and corporations, to be reflected in Salesforce to the best extent possible and highlighted as potential priority prospect if need be.
- Prospect Cultivation: support account managers in the implementation of cultivation plans for top prospects and donors. This entitles direct management of some accounts, scheduling meetings with prospects/ donors, preparing necessary research/ materials for upcoming meetings, following up with account managers on meeting outcomes and due tasks, and attending meetings with prospects..
- Prospect Pipeline: monitor and update existing cultivation plans and provide a comprehensive monthly report on pipeline / cultivation progress including recommendations and alerts when no progress is made with implementing existing cultivation plans. Generate internal reports accordingly.
- Drafting: Draft and prepare, as needed, complex project concept notes, proposals, progress reports, high level briefing notes and letters among other necessary documents.
- Communication materials: develop and manage, in coordination with relevant colleagues, donor recognition and acknowledgment tools. This includes but is not limited to providing messaging lines, amongst other necessary tasks in relation to video reporting production, press releases/ conferences, and social media visibility.
- Grant/ Cooperation/ Agreements: Ensure due diligence screening for all prospects. Draft and prepare comprehensive grant and cooperation agreements for relevant donors.
- Perform other related duties as required.

Required Competencies:

Managerial Competencies

- Empowering and Building Trust
- Judgement and Decision Making
- Strategic Planning and Vision

Cross – Functional Competencies

- Analytical Thinking
- Innovation and Creativity
- Technological Awareness
- Negotiation and Conflict Resolution
- Planning and Organizing
- Change Capability and Adaptability

Minimum Essential Qualifications and Professional Experience Required:

- Completion of secondary education with post-secondary certificate/training with Bachelor's degree in Economics, Public Relations, International Relations, Fundraising and Development, Political Science, Business Administration, Islamic Banking and Finance or other related fields.
- Minimum 11 years of relevant working experience, preferably with UNHCR or another UN Agency, and/or experience in fundraising/ development and communications with a focus on LG donor management (major donors, corporate partners and faith-based giving).
- Excellent computer skills and practical experience in working with Microsoft Office and CRMs such as Salesforce.

Desirable Qualifications and Competencies:

- Excellent sales and negotiation skills.
- Market/ prospect research skills.
- Excellent organization skills.
- Excellent computer skills and practical experience in working with Microsoft Office and CRMs such as Salesforce.
- Excellent communication and interpersonal skills.
- Attention to details.
- Fluency in English and Arabic

Closing Date: 15 July 2019

How to Apply:

- Applications should send a complete UN Personal History Form through email to saurihr@unhcr.org with “Senior PSP Associate - Philanthropy” referenced in the subject line.
- The electronic version of a UN Personal History Form (P.11) can be downloaded from the following link (https://unhcr.org/recruit/UNHCR_Personal_History_Form.docm), and supplementary Sheet (https://unhcr.org/recruit/UNHCR_PHF_Supplementary.docm).
- Incomplete applications and applications received after the deadline will not be considered.
- Please note that only short-listed candidates will be contacted for further consideration.