

**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 - UAE
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 PSP activities going on in the UAE since 2011, the Leadership Giving (LG) pipeline has been growing. This means that the small existing PSP team in the UAE has an increasing number of HNWI, Major Donors, Corporates, and Foundation accounts of prospects and donors to extensively follow up on in order to diversify sources of income and maximize / sustain PSP results on annual basis.

PSP is in need to hire a Senior PSP Associate – UAE to support account managers in compiling and effectively implementing long-term cultivation plans and strategies. With the incumbent in place, PSP should be able to efficiently deal with an aggregated LG pipeline of 30+ accounts to meet the planned PSP growth in the UAE.

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 will be responsible to:

- Prospect research and archive: maintain updated information on UAE prospects and donors in Salesforce in line with UNHCR’s Salesforce Handbook. Extra attention has to be given to priority prospects so they are fully up to date at all times. This includes biographical information, key philanthropic activities with dollar figures, up to date wealth and asset information, Moves & Actions plans (cultivation plans), and Tasks & Events.
- Identify new prospects: carry out on-going UAE market research in order to identify new prospects and prepare ongoing and updated strategies mainly on foundations in the UAE, as

well as, corporations and HNWI's, at a rate of 30 new prospects per quarter, to be reflected in Salesforce and highlighted as potential priority prospect if need be.

- Prospect Cultivation: create, update, compile and record (Salesforce) cultivation plans for priority prospects and donors. This entails monitoring at least 30 plans to be incorporated in Salesforce and updated if need be.
- Prospect Meetings: prepare the necessary research and materials for upcoming meetings with prospects and donors, and follow up with account managers on meeting outcomes and due tasks. When necessary, attend meetings and lead on specific accounts.
- Prospect Pipeline: monitoring at least 30 cultivation plans and providing 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.
- Communication materials: Develop and manage, in coordination with PI and PSP colleagues, donor recognition and acknowledgment tools for LG donors. This includes but is not limited to providing messaging, amongst other necessary tasks with video production, press releases / conferences, and social media visibility.
- Grant Writing: Draft and prepare project concept notes, proposals, progress reports, high level briefing notes and thank you letters.
- Grant Agreements: Ensure due diligence screening and reporting for all prospects. Draft and prepare comprehensive grant agreements with LG 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
- Planning and Organizing

Minimum Essential Qualifications and Professional Experience Required:

- Completion of secondary education with post-secondary certificate/training with Bachelor's degree in Economics, Public Relations, Political Science, Business Administration 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:

- Market 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-UAE” 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.