

# Terms of Reference

## Private Sector Partnerships (PSP) Unit – Islamic Philanthropy

### Internship

UNHCR, the UN Refugee Agency, is offering an internship position within the **PSP unit** in **Dubai, UAE** as part of the Islamic Philanthropy team.

Established in December 1950, UNHCR is mandated to lead and coordinate international action to protect and assist refugees. In more than five decades, UNHCR has helped more than 50 million people restart their lives. Today, UNCHR staff in more than 120 countries continue to help and protect millions of refugees, returnees, internally displaced and stateless people.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

**Title:** PSP Intern

**Duty Station:** Dubai, UAE

**Duration:** 3 Months (with possible extension for 3 months).

**Contract Type:** Internship

**Closing date:** 2<sup>nd</sup> October 2019

**Start date:** 15<sup>th</sup> October 2019

**Salary:** AED 700/week

## Organizational context

The PSP unit in MENA is primarily focused on raising funds and awareness from the private sector across the MENA region. This is done both online and offline and with a wide range of partners to include high net worth individuals, corporations and foundations.

Based in the UAE the PSP unit focuses on advocating for refugees and other people of concern using multiple channels of engagement, such as digital and direct relationship management.

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.

## The position

UNHCR's Private Sector Partnerships (PSP) Islamic Philanthropy Unit in Dubai is looking for a bright and motivated intern to support its activities for up-to six months.

The intern should have strong critical and analytical thinking, as well as drafting skills.

You will work closely with the Islamic Philanthropy team and other members of the private sector partnerships section. Liaising with UNHCR's wider networks you will support the development of UNHCR's image, agenda, and compliance across the organization, and will play your part in achieving UNHCR's strategic ambitions; in addition to providing support to the drafting of UNHCR's Refugee Zakat Fund impact reports.

## Duties and responsibilities

***Under the overall supervision of the Private Sector Partnerships Officer – Islamic Philanthropy, the main tasks of the PSP Intern will be the following:***

- Support with the compiling of information, proof-reading and drafting of UNHCR's Refugee Zakat Fund 3<sup>rd</sup> impact report.
- Carry out on-going market research in order to identify new prospects. The research should include high net worth individuals, foundations, corporates, etc.
- Support account managers in creating, compiling and recording (Salesforce) cultivation plans for priority prospects.

- Provide support to account managers in drafting and shaping project concept notes, proposals and progress reports.
- Other tasks as required.

## Essential minimum qualifications and professional experience required

### a) Education

Completion of secondary education with post-secondary certificate/training in Economics, Public Relations, Political Science, Business Administration or other related fields.

### b) Key Competencies

- Excellent computer skills and practical experience in working with Microsoft Office and CRMs such as Salesforce.
- Fluency in written and spoken Arabic and English is imperative.
- Strong passion for refugee affairs, and for UNHCR's work.
- Excellent research, analytical, drafting and communication skills.
- Awareness of humanitarian affairs, and good writing skills.
- Attention to detail and a results-oriented team player.
- Knowledge of Islamic Finance is a plus.

## Location

The successful candidate will be based with the team in Dubai. Our Office is located in International Humanitarian city, near Al Maktoum Airport.

## Conditions

The internship is for Three months (with possible extension for 3 months) and the start date is in October 2019. It is a full-time role with working hours starting from 9am to 4pm (without lunch break) & 9am to 4:30pm (with lunch break) Sunday to Thursday.

Selected candidates will have to arrange for their own residency visa in UAE. Candidates holding valid residency UAE visa are encouraged to apply. Kindly mention your residency status in Application.

## To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to [SAURIHR@unhcr.org](mailto:SAURIHR@unhcr.org) indicating **PSP Intern** in the subject of the email.

P11 forms are available at [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)