



UNHCR

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

Terms of Reference

Senior PPH Assistant

Private Sector Partnership Unit

UNHCR, the UN Refugee Agency, is offering a full-time position within the Private Sector Partnership Unit in Dubai.

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: Senior PPH Assistant

Duty Station: Dubai, UAE

Contract Type: Renewable annually upon satisfactory performance

Advertisement closing date: 3rd December 2020

Start date: 1st January 2021

Organizational context

The Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources for refugees from the private sector. UNHCR has developed a Private Sector Fundraising Strategy 2018-2025 which has the ambition of growing PSP into a service capable of generating \$1 Billion annually and identifies priority fundraising markets and regions.

As part of this strategy, and in order to achieve the ambitious objectives of mobilizing necessary resources for UNHCR, colleagues working in the sphere of Private Partnerships and Philanthropy (PPH) mainly focus on developing and strengthening long-term partnerships with companies, foundations and private philanthropists ("PPH donors"). As part of a wider fundraising team, the primary role of PPH colleagues is to seek various forms of support from PPH donors: securing funding for UNHCR programs and projects will be considered priority,

but the work also includes leveraging the capacities of these partnerships beyond funding, in order to build long-lasting holistic partnerships bringing various forms of support to UNHCR and to persons of concern, such as advocacy, visibility, expertise, innovation and public engagement.

The position

The PSP operation in MENA is headed by the Chief of PSP MENA, with staff members across the region. The team is constantly expanding and working towards the global fundraising target.

We are seeking a dynamic and proactive team player who can support the Chief of PSP MENA with overall coordination of PPH activities between colleagues in the region.

The incumbent will be based in Dubai will provide assistance to the immediate supervisor to ensure that routine services and activities within the PPH domain are properly implemented. The Senior PPH Assistant will work under the direct supervision of **Chief of PSP MENA** who is required to monitor the performance of the incumbent, and will receive regular guidance and instructions on successive steps. S/he will liaise with other internal or external entities on routine matters and on more complex subjects upon request of the supervisor. The nature of certain tasks requires discretion and confidentiality as per UNHCR standards and practices.

Duties and Responsibilities

Under the overall supervision of the Chief of PSP MENA, the Senior PPH Assistant will be responsible to:

- Support the preparation of pitches, presentations, proposals, reports and any other fundraising materials targeting PPH donors.
- Support the PPH team/colleagues in maintaining and managing the PPH prospect and donor pipeline, including support to the management of existing partnerships, e.g. by helping to draft donor reports, plan donor missions or other tasks necessary to ensure that relationships are appropriately nurtured.

- Support the team with desk and market research to provide intelligence to inform PPH initiatives and/or the approach to specific donors or sectors.
- Support on the logistics for internal and external events, including internal skill-shares.
- As delegated, and in collaboration with Administrative colleagues, support PPH colleagues with procurement and administrative matters.
- Help to update content on PSP's SharePoint platform, in order to improve internal communications, and to maintain a regular flow of information with colleagues within and outside PSP.
- Support PPH colleagues with information management and knowledge-sharing, through the collation and dissemination of documents and data pertaining to partnerships and philanthropy.
- Keep records of partnerships and relationships up to date. This might include helping to keep track of income raised, keeping internal calendars and plans updated, and supporting on data entry and maintenance on Salesforce.
- Gather and collate data/information on various topics and for specific audiences in support of communication and visibility plans with PPH donors, organize the logistics of content-gathering missions.
- Support the implementation of activities for UNHCR campaigns, including local and global UNHCR campaigns for PPH donors;
- Keep aware of developments in the fundraising and business environment and raise relevant updates on possible PPH opportunities with the supervisor.
- Perform other related duties as required.

Essential minimum qualifications and professional experience required

- Completion of high School Diploma or secondary education with post-secondary certificate/ Training in Marketing, International Relations, Communications, Journalism, Economics, Business Administration, Management, Social Sciences, Fundraising, or other relevant fields.
- Minimum 2 years' experience with high school Diploma or 1-year working experience with bachelor's or Equivalent or higher.

- Relevant experience with exposure to an international environment and/or with humanitarian or development organizations.
- Ability to produce high-quality written materials tailored to specific audiences.
- Ability to balance different and sometimes competing needs and deadlines
- Experience working in a multi-cultural environment.
- Knowledge of partnerships, fundraising, and/or relationships with donors and/or external partners, and/or marketing and communications.

Desirable Competencies

- Knowledge of humanitarian programming and/or UNHCR Programs and operational arrangements along with the SharePoint 365 platform.
- Knowledge and aptitude working with CRM tools, ideally Salesforce.
- Experience in coordinating multiple clients and stakeholders, with an ability to multi-task, manage time, and thrive in a high-pressure environment.
- Good knowledge of humanitarian assistance and UN environment.
- Ability to work independently, be self-motivated, and result-oriented with a strong sense of accountability
- Negotiation and Conflict Resolution skills.
- Good written and oral communication and strong interpersonal skills.
- Good Teamwork & Collaboration Skills
- Commitment to Continuous Learning

Language

Fluency in written and spoken Arabic language is Essential and candidate should have excellent command over English language

Location

The successful candidate will be based in Dubai, UAE

To apply

Interested applicants should submit their letter of motivation, Personal History Form (PHF) and CV to SAURIHR@unhcr.org indicating “Senior PPH Assistant” in the subject of the email.

P11 forms are available on https://unhcr.org/recruit/UNHCR_Personal_History_Form.docm

Supplementary form https://unhcr.org/recruit/UNHCR_PHF_Supplementary.docm

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, color, sex, national origin, age, religion, disability, sexual orientation and gender identity.