



# UNHCR

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

## Terms of Reference

### Senior Private Sector Partnerships 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 PSP Assistant

**Duty Station:** Dubai, UAE

**Contract Type:** UNOPS – LICA-5 - open for nationals and candidates holding valid residency in UAE

**Advertisement closing date:** 7<sup>th</sup> July 2021

**Start date:** As soon as possible

### 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, PSP's Private Partnerships and Philanthropy (PPH) Section develops and strengthens long-term partnerships with companies, foundations and private philanthropists. 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 programmes 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.

## Duties and Responsibilities:

**Under the overall supervision of Senior PSP Associate, the main tasks of the Senior PSP Assistant will be the following:**

- Maintain updated information on UNHCR UAE prospects and partners.
- Carry out on-going market research in order to identify new prospects. The research should include high net worth individuals, foundations and corporates in the UAE.
- Support in creating, compiling and recording (Salesforce) cultivation plans for priority prospects.
- Support in preparing the necessary research and materials for upcoming meetings with prospects and follow up with account managers on meeting outcomes and due tasks.
- Support the development of donor recognition material and acknowledgment tools for private sector donors. This includes but not limited to providing support with video production, press releases/conferences, events, and social media visibility.
- Assist in drafting and shaping project concept notes and proposals.
- Communicating accurate and timely information on UNHCR's programs and activities in conformity with the organization's financial needs and priorities.
- Ensure timely and accurate reporting on implementation of funded projects, by obtaining, drafting and compiling information from relevant sources within UNHCR.
- Assist in modifying and tailoring grant and cooperation agreements.
- Assist in providing UAE perspective and inputs for the Annual and Regional Strategic Plans.
- Perform other related duties as required.

### **Monitoring and Progress Controls-**

- Identify a list of potential donors from the UAE private sector (foundations, corporates and high-net worth individuals).
- Draft and prepare proposals and concept notes for UNHCR's donors.
- Draft and prepare progress reports on the projects implementation to be submitted to the donors.
- Ensure the donors' visibility requirements are met by overseeing the donors' acknowledgment videos and other visibility items.
- Ensure the grant and cooperation agreements are completed within the organization's template and requirements.
- Ensure all the donors' accounts are recorded on the CRM platform (Salesforce).
- Ensure the submission of mid-year and annual reports that cover PSP UAE activities.

## Essential minimum qualifications and professional experience required:

### a. Education (Level and area of required and/or preferred education)

- Secondary education with preferably a degree in Marketing/Business Administration, in Marketing or Communications, and/or other related fields.

### b. Work Experience

- Minimum 2 years relevant experience with High School Diploma; or 1-year relevant work experience with Bachelor or equivalent or higher.
- Experience in account and relationship management.
- Knowledge of the UN system preferably with UNHCR or another UN Agency is a plus.
- Experience working with individuals and business leaders in the Gulf region, and strong knowledge of the Gulf and Arab market and cultural trends.
- Previous experience in fundraising and donor services is an asset.

## Desirable Competencies:

- Excellent written, interpersonal, and oral communication skills are essential.
- 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.
- Ability to manage multiple initiatives and priorities within specified timeframes.
- Excellent computer skills and practical experience in working with Microsoft Office and CRMs such as Salesforce.

## 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](mailto:SAURIHR@unhcr.org) indicating "**Senior PSP Assistant**" in the subject of the email.

P11 forms are available on [https://unhcr.org/recruit/UNHCR\\_Personal\\_History\\_Form.docm](https://unhcr.org/recruit/UNHCR_Personal_History_Form.docm)  
Supplementary form [https://unhcr.org/recruit/UNHCR\\_PHF\\_Supplementary.docm](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.