



UNHCR

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

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (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 PPH Associate
Position Grade: G7
Position Number: Temporary Appointment
Duty Station: Dubai, United Arab Emirates
Date of Advertisement: 10 February 2020
Deadline: 24 February 2020

Applications:

With the growth from in private sector income from the MENA region, particularly in terms of faith-based philanthropy, the Private Sector Partnerships (PSP) division in MENA have put in place a long-term Islamic Philanthropy (IP) strategy that looks at maximizing the potential of Zakat and other Islamic philanthropic resources for the benefit of the most vulnerable refugee and IDPs worldwide.

Based on this strategy that was presented to the UN High Commissioner for Refugees in May 2019, which is expected to be a major contributor to the UNHCR Strategic Framework for Private Sector Fundraising and Partnerships: the \$1 Billion Strategy, includes the capacitation of the IP team in MENA and beyond, as a key pillar.

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 PPH Associate will be responsible to:

- Strategy & Implementation: support PSP Officer in charge of IP for developing, implementing and reporting on IP plan including its associated income and other goals. Act as a supportive and active contributor to the IP-related work of the GCC Regional Representative.
- Prospect Research: in line with the agreed strategy for Islamic Philanthropy, explore and develop sources of funds from PPH sources (especially Islamic banks/corporations and HNWI) to increase level of funding while focusing on implementing the IP plan.
- Prospect Cultivation: prepare cultivation plans for top prospects and donors. This entitles direct management of some accounts, following up with other account managers on meeting

outcomes and due tasks, and attending meetings with relevant prospects. Maintain a predictable level of service and value for the donor to ensure a stable level of contributions.

- Prospect Pipeline: provide a comprehensive monthly report on pipeline / cultivation progress including recommendations and alerts when no progress is made with implementing existing cultivation plans.
- Drafting: review and clear, as needed, complex project concept notes, proposals, progress reports, high level briefing notes and letters among other necessary documents.
- Communication materials: review and clear, in coordination with relevant colleagues, donor recognition and acknowledgment tools. This includes but is not limited to messaging lines, amongst other necessary tasks in relation to video reporting production, press releases/ conferences, annual/ quarterly reports, and social media visibility.
- Grant/ Cooperation Agreements: Ensure due diligence screening for all prospects. Review and clear comprehensive grant and cooperation agreements for relevant donors.
- Perform other related duties as required

Accountability

- Establish at least 3 new partnerships annually, including funding partners such as HNWI and Islamic financial institutions.
- Contribute to raising \$1M USD in annual direct income, and \$2M USD in indirect annual income.

Authority

- Manage designated accounts in the MENA region as it pertains to the Islamic Philanthropy/ Zakat strategy in order to deliver a direct annual income of \$1M.
- Monitor the overall Islamic Philanthropy/ Zakat pipeline and manage cultivation accordingly.

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:

- A university degree (BA) in business/marketing, social sciences or a related discipline plus 6 years previous relevant work experience (6 years with advanced university degree) with 5 years private sector fundraising experience in a not-for-profit organization or an international organization or a marketing/fundraising consultancy firm in the GCC

- Excellent computer skills and practical experience in working with Microsoft Office and CRMs such as Salesforce.
- Proven experience in preparing and implementing developing plans for annual income growth as well as in strategic planning.
- Demonstrated ability to meet targets.
- Proven experience in developing and delivering fundraising programmes.
- Proven expertise and up-to-date knowledge in all major existing and new fundraising and partnership techniques including direct marketing and direct response fundraising, monthly donor programmes including face-to-face, telemarketing, middle and major donors, legacies, corporate fundraising and new media fundraising.
- Experience of managing the production of fundraising materials from creative and design to production, print and delivery.
- Experience in management of staff and/or consultants and good leadership skills.

Desirable Qualifications and Competencies:

- Excellent analytical and conceptual skills and strong communication and presentation skills (both verbal and written)
- Excellent computer skills and practical experience in working with Microsoft Office and CRMs such as Salesforce.
- Experience in managing a fundraising and partnership programme in more than one not-for-profit organization an advantage.
- Market/ prospect research skills
- Excellent sales and negotiation skills.
- Ability to manage multiple projects concurrently.

Closing Date: 24 February 2020

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.