



**UNHCR**

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

# Terms of Reference

## PSP Officer (HNWIs)

### 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:** PSP Officer (HNWIs)

**Duty Station:** Dubai, UAE

**Contract Type:** UNOPS – LICA-10 equivalent to NOC – open to Emirati National only

**Advertisement closing date:** 31<sup>st</sup> of August 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.

activities in the UAE.

In support of the Private Partnership and Philanthropy (PPH) Programme in MENA, Private Sector Partnership Service (PSP) needs to hire a PSP Officer, He/She will support implementation of the PSP Programme with a particular focus on High-net-worth individuals (HNWIs) in the UAE based on the PSP Global Strategy. This position will be responsible for

establishing new connection and cultivating new relationship with new prospects who are willing and capable of giving if they were presented with a well-developed plan and were approached by a person who is dedicated to optimize potential new partnerships and existing ones. He/she will be responsible for new business development, maintaining and managing a prospect pipeline and account cultivation and management for existing HNWI mainly and as a primary function, as well as support on corporations and foundations.

The PSP Officer will play a key role in testing new fundraising strategies as it pertains to HNWI in the UAE for new and untapped potential relationships. He/She will be part of the PSP global team and is expected to work closely with the entire PSP network, he/she will be focusing on expanding the HNWI network that might be interested in giving their Zakat and concentrating on promoting Islamic Philanthropy program in the UAE. Under the guidance of the supervisor, the PSP Officer will also manage relations with partners, media, contractors and suppliers for PSP Programme. He/she will be asked to provide support and guidance for other PPH

## Duties and Responsibilities

Under the supervisor of the PSP Officer (New Markets), the PSP Officer will be doing:

- Mapping of HNWI in the UAE, screening of any new partners and preparing a long-term strategy of cultivation for resource mobilization.
- Maintain and manage a full prospect pipeline, including commissioning or performing prospect research as necessary and moving prospects along the donor development cycle.
- Lead on the engagement with a portfolio of HNWI donors, and for all activities relevant for the acquisition and strengthening of relationships with them, ensuring that a dynamic pipeline is in place and regularly assessed and updated.
- Build solid stewardship or donor care plans aimed at increasing engagement of existing HNWI donors, ensuring that they will remain loyal to the organization in the long term.
- Monitor the success of activities delegated by the supervisor according to approved plans, which includes keeping track of income raised, prospect pipelines and income projections to ensure PSP targets are met.
- Manage fundraising and networking events to attract new prospects and maintain close relations with HNWI in UAE.
- Draft compelling proposals for submission.

- Communicate accurate and timely information on UNHCR's programs and activities, in conformity with the organization's financial needs and priorities, to prospective and current donors.
- Ensure timely and accurate reporting on implementation of funded projects, by obtaining and compiling information from relevant services within UNHCR (HQ PSP, desks, and field offices).
- Organize and accompany donor missions to HQ or the field as required.
- Develop innovative initiatives with HNWI's to obtain financial support for projects.
- Liaise with the PSP Officer in the UAE on any fundraising opportunity that could be undertaken by the regional office and other offices in MENA in its fundraising sub portfolios.
- Maintain accurate and up-to-date records on Salesforce of HNWI's donors
- Perform any other tasks as required.

## Essential minimum qualifications and professional experience required

- Minimum 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree in Political or Social.
- Highly developed drafting ability in working language of duty station.
- Expertise and connections with HNWI's in the UAE.
- Excellent writing skills in English and Arabic.
- Good knowledge of UNHCR mandatory responsibilities and its humanitarian operations.
- Excellent analytical and conceptual skills and strong communication and presentation skills (both verbal and written).
- Excellent computer skills with particular reference to analysis of Focus, fundraising related data, as well as excellent knowledge of word, excel and PowerPoint.
- A well-developed understanding of strategic implications of fundraising metrics and data.

- Experience in fundraising and partnerships is a plus.

## Desirable Competencies

- Be a real team player and be driven by numbers and success
- Excellent communication skills
- Technology Awareness
- A keen attention to detail and timescales
- Excellent drafting proposals in Arabic
- Humanitarian Experience - cause oriented

## 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 “PSP Officer (HNWIs)” 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.