

## **TERMS OF REFERENCE**

<b>Position Title:</b>	Partnerships and Philanthropy Officer - Islamic Philanthropy
<b>Contract/Level:</b>	UNOPS IICA-2 (Equivalent to P3)
<b>Category:</b>	UNOPS
<b>Section/UNIT:</b>	Private Sector Partnership
<b>Duty station:</b>	Doha, Qatar
<b>Duration:</b>	15/09/2021 – 31/08/2022
<b>Closing Date:</b>	31 <sup>st</sup> of August 2021

### **1. Background Information**

Based on the PSP MENA growth strategy, PSP MENA is looking to hire a PPH Officer for the Qatar market, which is one of the priority markets for PSP MENA. This additional capacity will be crucial for the growth trajectory of PSP in Qatar, and the MENA region as a whole.

In the last two years, the Qatar Market has been the highest growing market in the MENA region when it comes to number of donors and amount raised, with Islamic Philanthropy playing a key role in achieving this growth. Under the functional supervision and in conjunction with the representative, the PPH Officer will act as a reporting officer on Islamic Philanthropy projects for top donors in Qatar, as well as play a key role in testing new fundraising strategies such as raising funds from Major Donors, corporations and High-Net Worth Individuals (HWNI). The PPH Officer will also manage relations with partners, media, contractors, and suppliers for PSP. S/he will be asked to provide support and guidance as well as budget advice for other PPH activities.

S/He is expected to cascade down the global Islamic Philanthropy strategy to the Qatar market, and drive the development of UNHCR's Islamic Philanthropy portfolio through identifying funding sources and establishing sustainable relationships with key players in the sector of Islamic Philanthropy including in the government and semi government field.

### **2. Duties and Responsibilities**

Under the overall supervision of the Representative, the PPH Officer will be responsible:

- Develop, implement, and report on relevant PSP budgets, activities and accounts in Qatar.
- Communicate accurate and timely information on UNHCR's programmes and activities, in conformity with the organization's financial needs and priorities, to prospective and current donors.
- Draft compelling concept notes/ proposals for submission to corporates, trusts, foundations, and High Net Worth Individuals in Qatar.
- Confirm grant and cooperation agreements are in line with partner expectations and UNHCR standards, including in the areas of Islamic Philanthropy.
- Ensure timely and accurate reporting on implementation of funded projects, by obtaining and compiling information from relevant services within UNHCR (HQ PSP Thematic Unit, desks, and field offices).
- Ensure that the proper reporting framework is in place to measure and monitor progress of relevant activities in the field.
- Organize and accompany donor missions to HQ or the field as required.
- In cooperation with other members of the External Relations Section, develop and support activities within the framework of PSP projects with partners that will promote the cause of refugees and UNHCR's public awareness.
- Represent UNHCR/PSP in meetings with prospective and current partners to promote an accurate understanding of UNHCR's work and its financial and other needs.

- Develop initiatives with corporates to obtain financial support for projects; develop stand-by emergency agreements for mobilizing support, both technical and financial; and encourage employee-giving and cause-related marketing as appropriate.
- Liaise with relevant PSP Officers in the MENA region on any fundraising opportunity originating from Qatar and could be undertaken by their respective fundraising operations.
- Perform any other tasks as required.

## **Essential Minimum Qualifications and Professional Experience Required**

### **Education**

- Bachelor's degree in economics, Public Relations, International Relations, Fundraising and Development, Political Science, Business Administration, or other related fields.

### **Work Experience**

- At least 6 years for Bachelor Degree holder (5 years for master's degree holder) of relevant work experience.
- Highly developed drafting ability in working language of duty station.
- 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.

### **Required skills & Competencies**

- Strong research and project management skills.
- Be a real team player and be driven by numbers and success.
- Excellent communication skills.
- A keen attention to detail and timescales.
- Humanitarian Experience - cause oriented. Ability to focus and thrive in a highly dynamic and fast-paced work environment.
- Client orientation, networking, and relationship-building skills.
- Good written and oral communication and interpersonal skills.

### **Language**

- Required: Excellent command over the Arabic and English Languages.

### **Location**

The role will be based in Doha, Qatar.

### **To Apply:**

Interested applicants should submit their letter of motivation and Personal History Form (P11), including testimonials/degrees/certificates to [SAURIHR@unhcr.org](mailto:SAURIHR@unhcr.org) indicating "PPH Officer - Islamic Philanthropy" IICA-2" 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) and supplementary form [https://unhcr.org/recruit/UNHCR\\_PHF\\_Supplementary.docm](https://unhcr.org/recruit/UNHCR_PHF_Supplementary.docm)

Closing date for receipt of applications: Tuesday, 31<sup>st</sup> of August 2021.