



United Nations High Commissioner for Refugees (UNHCR)

UNOPS VACANCY ANNOUNCEMENT

UNOPS Vacancy Announcement

Title of Post	Senior Fundraising Associate	Level and duration	LICA-7 Appointment for seven months minimum
Contract Type	Local ICA	Date of Issue	25 May 2017
Location	Regional Service Centre, Nairobi	Closing Date	08 June 2017

Organizational Context

Under the supervision of the Senior Regional PSP Officer, Africa, the Senior Fundraising Associate work directly with the Digital Fundraising Officer (IG). The Senior Fundraising Officer also requires frequent contacts with colleagues within PSP (Headquarters, field and key operations) to obtain and provide information related to private sector fundraising. The incumbent will be required to work towards meeting the financial targets set for Africa Regional office on Individual Giving (IG).

Functional Statement:

Accountability (*key results that will be achieved*)

- Work towards achieving financial target set for the Africa Regional.
- Work towards streamlining Salesforce data.

Responsibility (*process and functions undertaken to achieve results*)

- Responsible for overseeing all functions of donor database management. Oversee/ implement "contact detail" input. Assure that an accurate donor database is kept.
- Responsible for maintenance of UNHCR regional website using web content management systems (CMS).
- Closely monitor UNHCR Africa website analytics
- Oversees timely donor acknowledgements.
- Donor engagement through Salesforce Marketing Cloud (Exact Target)
- Assist in analyzing donor earmarking to accurately reflect donor intention for the use of the funds (including references to specific groups of beneficiaries, regional/country/sectoral earmarking, etc.)

- Closely monitor and report on IG giving on a monthly basis using Salesforce.
- Undertake research as needed.
- Any other duties as required.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Produce reports, newsletters, etc. for donors as required.
- Prepare inputs for funding submissions, appeals and reports.
- Finalize project proposals coming from implementing partners.
- Provide donor care.

Essential Minimum Qualifications and required Professional Experience:

- Completion of Secondary School or its equivalent in a technical or commercial school with course work/training in Business Administration, Communications, Marketing, Advertising or related field.
- At least 2 years of relevant experience.
- Current market knowledge of private sector partnerships.
- Excellent computer skills and knowledge in MS office applications.
- Excellent knowledge (written /oral/comprehension) of English. Highly developed drafting ability in English is required.
- Knowledge of web design, desktop publishing and photo editing will be useful.
- Proven ability to develop project proposals.

Desirable Qualifications and Competencies:

- Knowledge of private sector organizations in the Kenyan market.
- Experience in an international field setting and with project management in the area of humanitarian operations.
- Exposure to UNHCR

Required Competencies:

Cross - Functional Competencies

- Analytical Thinking
- Innovation and Creativity
- Technological Awareness
- Planning & Organizing
- Political Awareness
- Change Capability and Adaptability

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation, P11 Form and factsheet (factsheet for staff members only) by e-mail stating the Position Title, Vacancy notice number and your Last Name in the subject line to: kenrhhr@unhcr.org** by 08 June 2017.

Applications missing the above mentioned documents, details WILL BE REJECTED.

The Personal History Form (P11) is attached and also available at the following link:
http://www.unhcr.org/recruit/P11_UNHCR.doc.

No late applications will be accepted. Only short-listed candidates will be contacted. Shortlisted candidates may be required to sit for written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

Refugees – who cares? We Do.