

**United Nations High Commissioner for Refugees (UNHCR)
Manila, Philippines**

**Vacancy Announcement no. VN/MNL/021/PSP
Internal/External**

Position Title: Private Sector Partnerships Associate (Digital)	Date Issued: 20 November 2017
Position Level: G-6	Closing Date: 1 December 2017
Report To: Asst. Private Sector Partnerships Officer	Duty Station: Manila
Contractual Status: Fixed Term Appointment	

ORGANIZATIONAL CONTEXT.

The Private Sector Partnerships (PSP) Associate supports the Assistant PSP Officer in the strategic development and implementation of an integrated donor engagement program to ensure maximum reach to UNHCR Philippines' target audiences via its online and multi-channel platforms namely its website and social media accounts integrating with offline communications infrastructures to set the course for sustainable and long-term fundraising growth.

The incumbent is supervised by the Assistant PSP Officer. S/He maintains regular contact and coordination with UNHCR Philippines' service providers, media, and private individuals who are supporters, prospective and/or existing donors.

FUNCTIONAL STATEMENT.

Accountability

- UNHCR Philippines donor base from digital and multi-channel platforms will contribute up to thirty percent in the annual revenue targets of PSP Philippines.
- Increase Filipinos' awareness about UNHCR's work and create a positive impact on income and positive sentiment on refugees
- UNHCR digital assets are optimized as cost-efficient tool/s for donor acquisition and cultivation

DUTIES AND RESPONSIBILITIES:

- Coordinate online and multi-channel fundraising programmes ensuring that targets and key performance indicators are met or exceeded
- Supervise agencies implementing digital advertisements including but not limited to Search, Display, Facebook, media partnerships, and other opportunities
- Develop, implement, and promote creative content to acquire both financial and non-financial supporters to UNHCR
- Execute lead generation and conversion tactics like telephone and email marketing for donor cultivation and development that are in accord with the communications standards of UNHCR.
- Manage social media campaigns and day-to-day community management including: (1) curate and manage relevant content to engage UNHCR's target audience; (2) engage in constructive dialogue with online followers; (3) monitor trends in social media tools, applications, channels, design and strategy; (4) identify threats and opportunities in user-generated content surrounding cause of the organization and report notable threats to management; and (5) analyze campaigns and translate qualitative data into recommendations and actionable plans to optimize performance and results.
- Maintain accurate reporting and analysis in order to facilitate effective management of online and multichannel fundraising programs statistics using Google Analytics with e-commerce and goals set-up, and Google Tag Manager, and/or similar reporting tools.
- Prepare periodic PSP reports.
- Perform other related duties as required.

AUTHORITY

- Identify, assess and select service providers based on their capability for delivering fundraising requirements

REQUIRED COMPETENCIES

<u>Code</u>	<u>Managerial Competencies</u>
1. M001	Empowering and Building Trust
2. M002	Managing Performance
3. M003	Judgment and Decision Making
4. M004	Strategic Planning and Vision
5. M005	Leadership
6. M006	Managing Resources
<u>Code</u>	<u>Cross-Functional Competencies</u>
1. √ X001	Analytical Thinking
2. X002	Innovation and Creativity
3. √ X003	Technological Awareness
4. X004	Negotiation and Conflict Resolution
5. √ X005	Planning and Organizing
6. X006	Policy Development and Research
7. X007	Political Awareness
8. X008	Stakeholder Management
9. X009	Change Capability and Adaptability

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of secondary education with certificate training in Marketing, Communication, Social Sciences or other related discipline.
- Minimum of 6 years of relevant work experience preferably in the non-profit sector.
- Scope of previous experience in digital fundraising includes working with digital media agencies, development of digital marketing campaigns, email marketing, analysis of digital performance, and social media community management.
- Strong organization and communication skills.
- Excellent knowledge of English and local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES. *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

- At least one year experience in working with an international NGO or the UN preferable
- Well-connected with the network of digital experts in the Philippines

THE VACANCY IS OPEN TO FILIPINO NATIONALS ONLY.

Please email your Motivation Letter, Curriculum Vitae and P.11 with subject: "Application- VN-21 PSP Associate (Digital)" to: PHIMAVAC@unhcr.org

Only applicants meeting minimum requirements will be short-listed for written test & interviews.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

P.11 form can be downloaded from the following links:

P-11: http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_Personal_History_Form_October-2017.docm

SUPPLEMENTARY FORM: http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm