



**United Nations High Commissioner for Refugees (UNHCR)**

**Manila, Philippines**

**Vacancy Announcement no. VN/MNL/001/PSP**

**Internal/External**

<b>Position Title:</b> Private Sector Partnerships Associate (Donor Communications)	<b>Date Issued:</b> 4 January 2018
<b>Position Level:</b> G-6	<b>Closing Date:</b> 18 January 2018
<b>Report To:</b> Asst. Private Sector Partnerships Officer	<b>Duty Station:</b> Manila
<b>Contractual Status:</b> Local Individual Contract Agreement (UNOPS)	

**ORGANIZATIONAL CONTEXT.**

The Private Sector Partnerships (PSP) Associate assists in the implementation of an effective, sustainable and cost-efficient donor cultivation strategy to grow support from UNHCR Philippines' donor base and deepen their engagement with UNHCR. The position aids in the coordination, production and release of UNHCR Philippines donor communication pieces to relevant audiences primarily its financial supporters as well as its non-financial supporters to grow the value of its donors as well as raise awareness on UNHCR's work for the forcibly displaced.

The incumbent will be supervised by the Asst PSP Officer. He/She will have frequent contact and direct coordination with the PSP Unit's service providers, UNHCR Philippines donors and leads, as well as with operational staff in the field, regional and global offices.

**FUNCTIONAL STATEMENT.**

**Accountability**

- Improved key performances indicators for Reactivation, Upgrade, Conversion and Special Appeals
- Increased revenue from existing donors by deepening their engagement with UNHCR

**Duties and Responsibilities:**

1. Supports the Assistant Private Sector Partnerships Officer in the implementation of an effective, sustainable and cost-efficient donor cultivation strategy to grow support from UNHCR Philippines' donor base.

2. Coordination with UNHCR Philippines Donor Retention service provider in ensuring that donor development targets and key performance indicators are met.
3. Production of information material for fundraising campaigns and donor cultivation communication materials including but not limited to the quarterly publication of “With You” newsletter, and monthly e-newsletters.
4. Implement engagement strategy at every stage of the donor journey by integrating email, telemarketing, and mail to maximise contact with donors
5. Assists with coordination of media outreach and coverage of press releases, TV/radio interviews, feature stories, PSAs, press conferences, etc.
6. Develop and update general product brochures and other fundraising collaterals as needed
7. Work closely with telemarketing assistant to ensure that donors' queries and requests are accommodated and realized at the soonest possible time
8. Assists in preparation and analysis of periodic marketing communications budget
9. Perform other duties as required

**Minimum Qualifications and Professional Experience Required:**

1. University degree in marketing, communication, social sciences or other related discipline and a minimum of 6 years with 3-5 years of relevant job experience preferably in a similar position in the non profit sector .
2. Proven ability to write communication materials in English and Filipino
3. Experience with fundraising/marketing principles.
4. Proven ability to deal with multiple tasks in a courteous and service oriented manner in a demanding working condition that often has short deadlines.
5. Strong organization and communication skills.
6. Affinity with new media and excellent computer skills with specific focus website administration and social media.

**Desirable Skills:**

- Experience as a copywriter for magazines, newspapers and/or websites is preferable.
- Experience working for an INGO in the humanitarian field is preferable.
- Has high ethical and professional standards.
- An outgoing personality and a team player with proactive attitude.
- Knowledge of other UN languages is desirable

**Application invited for Filipino nationals only.**

Please email your Motivation Letter, Curriculum Vitae and P.11 with subject: “Application- VN-001- PSP Associate (Donor Communications)” to: [PHIMAVAC@unhcr.org](mailto: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](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](http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm)