



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

**VN-04/2019
For INTERNAL/EXTERNAL CIRCULATION**

Position Title: Private Sector Partnerships Associate (Fundraising Communications)	Position Level: LICA-6	Date Issued: 11 February 2019
Position No. UNOPS	Report To: Asst. Private Sector Fundraising Officer	Closing Date: 22 February 2019
Contract Duration: March to December 2019	Duty Station: Manila	Contractual Status: Local Individual Contract Agreement

DUTIES AND RESPONSIBILITIES:

The Private Sector Partnerships (PSP) unit of UNHCR Philippines is searching for a talented and professional Fundraising Communications Associate to join the team. In this position, the successful hire will perform a broad range of specialized duties primarily leading the development of high quality content that conveys UNHCR's brand consistently across all marketing activities directed to UNHCR's diverse audiences. He/She will promote the UNHCR brand and communicate engaging content about refugee issues to build awareness among the public, media and prospect donors in order to maximise fundraising results.

The ideal candidate will have a background in either fundraising or brand communications, PR, journalism or marketing, to manage fundraising communications and public relations to support the PSP Unit.

Under the direct supervision of the Assistant Private Sector Partnerships Officer, the Fundraising Communications Associate is tasked to:

- Enhance and implement the fundraising communications strategy for 2019 to the end of building supporter loyalty, brand awareness, and long-term donor value
- Establish close working relationships with various media and content partners to promote, maintain, and strengthen UNHCR's brand across all media avenues
- Work with Donor Acquisition and Donor Retention Associates to brainstorm new and innovative growth strategies

- Plan advertisements, exhibitions, focus-group discussions, social events and other activities to promote a better understanding of UNHCR's aims, activities and accomplishments by the general public and/or organized groups.
- Organize and streamline content-offerings into audience-friendly concepts
- Scope for public engagement opportunities and negotiate a mutually beneficial partnership
- Work closely with the Regional Public Information Officer and Global Fundraising Communications Department to ensure the fundraising communication activities in the Philippines are in line with global and regional communications strategy
- Manage creative agencies and other promotional contractors
- Provide support in building relationship and engagement with Goodwill Ambassador
- Draft briefing notes, talking points, minutes, press releases, reports including situation reports and other papers as needed
- Assess and report on effectiveness of communication strategies and marketing campaign's overall performance
- Perform other duties as required

REQUIRED COMPETENCIES:

- Excellent communication and writing skills
- Proven ability to deal with multiple tasks
- Team player is essential.
- Proven ability to deal with multiple tasks and deliver under tight deadlines
- Excellent knowledge of English and Filipino, written, oral, comprehension
- Good presentation skills
- Excellent interpersonal and relationship building skills

QUALIFICATIONS AND EXPERIENCE:

- Minimum of five (5) years of relevant job experience preferably in a similar position in the non-profit sector
- Content Management System
- Proficient in Photoshop, web and video editing packages
- Previous experience in organising events will be a strong advantage

This position is open to Filipino nationals only.

HOW TO APPLY:

Please email your Motivation Letter, Curriculum Vitae and P.11 with subject: "Application- VN-04/2019- PSP Associate (Fundraising Communications)" by email 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:

PHF/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