



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## UNHCR REGIONAL BUREAU FOR ASIA AND PACIFIC VACANCY NOTICE No. 20/INSJA/PSP/005

<b>Functional Title</b>	: Senior PSP Assistant (F2F Admin)
<b>Category &amp; Level</b>	: UNOPS, Individual Contract Agreement, LICA-level 5
<b>Duty Station</b>	: Jakarta, Indonesia
<b>Entry on Duty</b>	: 1 July 2020
<b>Duration</b>	: 31 December 2020 (Possibility of extension subject to availability of fund)
<b>Annual Salary</b>	: Starting from IDR 197.169.000
<b>Closing Date</b>	: 26 May 2020

### General Background

UNHCR is the UN Refugee Agency and takes the lead in providing international protection for 70.8 million refugees and displaced people worldwide. An unprecedented 70.8 million people around the world have been forced from home. Among them are nearly 25.9 million refugees, over half of whom are under the age of 18. In a world where nearly 1 person is forcibly displaced every two seconds as a result of conflict or persecution, our work at UNHCR is more important than ever before.

Further to a fundraising market evaluation conducted in 2019, UNHCR Private Sector Partnership (PSP) unit is launching fundraising activities in Indonesia from 2020 onwards and setting up a team of fundraising specialists. As in other markets PSP operates in, our primary goal in Indonesia will be to establish a sustainable source of funding through monthly donors to be recruited mainly via Face-to-Face (F2F).

Number of refugees and other persons of concerns hosted in Indonesia is of 14 thousand beneficiaries registered by UNHCR in Indonesia and will provide a relevant theme for PSP messaging and to seek financial support for UNHCR programs in Indonesia and international situations. PSP activities will also contribute to raise UNHCR brand awareness in Indonesia and improve public perceptions on refugees.

UNHCR is now looking for a highly motivated and self-driven professional to ensure F2F program Support with a background in either commercial or NGO direct sales or direct marketing and have experience in venue management for event in profit or venue of fundraising for non profit. This position will support PSP In-house and agency face to face programs in Jakarta, with potential expansion to other cities in Indonesia.

### Duties and Responsibilities

- Coordinate with PSP Associate (F2F) to create, advertise and monitor recruitment Ads to ensure the Ads are placed strategically, within budget and plan.
- Generate, monitor and tracking recruitment report, this includes performing all the administration process to run the recruitment in coordination with PSP Associate (F2F).

- In collaboration with relevant units, ensure the provision of preparation of staff contracts as requested
- Collect data and working with HR unit for payroll purpose including benefit and incentive for fundraiser with accuracy and in a timely manner.
- Preparing fundraiser payroll including benefit and incentives accurately in timely manner and coordinate with finance team.
- Collect all data of new fundraiser on board and report to HR for staff profile database and filing
- Update Fundraiser movement (location, job assignment, contract flow, etc) and report to HR
- Recording of Fundraiser leave application in compliance to PSP SOP and report to HR
- Accurately input daily, weekly and monthly F2F team performance report and produce performance analysis report for PSP Associate (F2F Coordinator) in a timely manner
- Ensure data processing from fundraiser submitted to donor processing unit/agency in agree timeline.
- Provide weekly, monthly and year to date performance F2F program to line manager.
- Ensure all the sign up is verified based on the F2F fundraising team SOP
- Data inputting for F2F expenditure and income result.
- Draw up and tracking all the purchase orders and logistic according to the agreed protocol and filling them appropriately.
- Oversee and maintain all stock of uniforms, F2F device, display equipment, stationery and other F2F team material and equipments.
- Ensure the dispatch of adequate supplies to enable F2F teams.
- Report to finance to pay invoice from external agencies and other administration work

### **Monitoring and Progress Controls**

- Monitor and analyse team performance ensuring that all targets and key performance indicators are met or exceeded.
- Maintain and grow the team in order to establish a strong core team that consistently meets the required targets.

### **Qualifications/Requirements:**

**Education:** University degree in one of the following areas: Communication, Sale and Marketing, or Public Relations or any related field.

**Working Experience:** 1 year-experience in direct sales, face to face fundraising or related field (marketing, etc.) encompassing proven experience in managing administration process in profit or non-profit industry. Excellent direct product or cause related sales skills.

**Nationality:** Citizen of Indonesia; non-citizen with Indonesian permanent residence.

**Languages:** Excellent knowledge of English and Bahasa Indonesia (written and oral) highly essential; knowledge of other UN languages is an asset.



**Key Competencies:** Ability to use numbers to support all fundraising decisions, Excellent experience of computerized accounts packages, Excel, PowerPoint and Word. Ability to manage a complex and diverse workload and to work to tight deadlines, Written and verbal fluency in English and Indonesian. Excellent skills in task and reporting management, Self-motivated, enthusiastic and professional approach to work. Ability to create and interpret budgeting information. Planning and evaluation skills, attention to accuracy and detail, Knowledge of refugee issues and of UNHCR or another human rights-oriented agency an asset.

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Candidates who wish to be considered for this vacancy should send their motivation letter, CV and **signed** Personal History/P.11 form (available at <http://www.unhcr.org/id/en/job-opportunities>), to **UNHCR Indonesia** at:

**Menara Ravindo Lt. 14  
Jl. Kebon Sirih Kav. 75  
Jakarta 10340**

**Or via email to [THAROPSP@unhcr.org](mailto:THAROPSP@unhcr.org)**

**DEADLINE FOR APPLICATIONS: 26 May 2020**

**IMPORTANT:** Candidates must indicate the **post title** on the envelope or subject of the email.

**Applications of all genders and persons with disabilities are encouraged to apply.**

**Late applications will not be considered.**

**Only those short-listed for test will be notified.**

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**Jakarta, 12 May 2020**