

## Senior PPH Assistant

### United Nations High Commissioner for Refugees (UNHCR) Representation in Thailand

#### Vacancy Announcement No. 33/2020 Internal/External Circulation

<b>Position Title:</b> Senior PPH Assistant	<b>Post Level:</b> UNOPS LICA5	<b>Date Issued of the Vacancy Announcement:</b> 26 October 2020
<b>Position No:</b> N/A	<b>Report to:</b> Associate PSP Officer	<b>Closing Date of the Vacancy Announcement:</b> 6 November 2020
<b>Section:</b> Private Sector Partnerships (PSP) Unit	<b>Duty Station:</b> Bangkok, Thailand	<b>Contractual Status:</b> Local Individual Contractor Agreement (LICA), UNOPS

#### Availability of the Post: 1-31 December 2020

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern (POC).

Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources from the private sector for refugees. UNHCR has developed a Private Sector Fundraising Strategy focusing on both Individual Giving and Private Sector Partnerships, identifying priority fundraising markets and regions.

In Thailand, PSP has been achieving outstanding results raising funds for both individual donors and corporate sector. The programme generates the largest portion of funds that go directly to support refugees in Thailand.

Private Partnerships and Philanthropy (PPH) develops collaboration with corporate, foundations and High Net Worth Individuals (HNWIs)/Major Donors to make a difference to lives of refugees. PPH programme has grown substantially in Thailand and requires additional staff to accelerate the programme performance.

UNHCR is now looking for a highly motivated and driven PPH fundraiser, with a background in either private sector fundraising, Corporate Social Responsibility (CSR), communications or marketing to assist the Head of PSP team to develop partnerships with corporate sector and HNWI and provide cultivation and stewardship for existing donors.

**Under the overall supervision of the Associate PSP Officer (Head of PSP team) in charge of PSP Thailand operation, the individual contractor will assist in the following:**

- Assist the Head of PSP to identify potential donors under PPH programme in Thailand, and build up the relationships with the prospects,
- Assist to develop fundraising proposals for submission to the prospects in line with the PPH fundraising strategies and action plans;
- Assist to maintain and strengthen the partnerships with the existing PPH donors by providing daily care/support services to them;
- Assist to enhance the PPH stewardship in line with the global PPH strategies and policies.
- Support in conduct preliminary due diligence screening research about potential PPH donors, and process the due diligence clearance with the focal point of the global PPH unit;
- Assist in drafting regular and annual reports to the PPH donors in a timely fashion and submit the reports to the PPH donors concerned after getting clearance from the supervisor;
- Process the donation confirmation issuance, upon receipt of the donations from PPH donors and send it to the donors in timely manner;
- Support the income recording process
- Attend local meetings, events and conferences related to the PPH activities in Thailand, and assist to organize briefings, meetings and/or events for UNHCR to PPH donors;
- Perform any other related duties that may be required.

**Monitoring and Progress Control**

The individual contractor will work in the UNHCR office under direct supervision of Associate PSP Officer and will be assessed according to;

- Regular and timely update on the number of prospects in the pipeline and progress in building relationship
- High quality proposal presented to prospect donors in a timely manner
- Professional report prepared and delivered to donors
- Detailed pre-liminary due diligence process was conducted and submitted to HQ before engaging with potential partners

## Key Competencies

- Work experience in professional fundraising skills, and/or marketing skills;
- Understanding about UNHCR's works and/or humanitarian issues;
- Proven skills in writing, drafting, translation and communication and presentation skills;
- Proven experience in research and networking with the PPH programme
- Excellent writing and speaking skills in both Thai and English

## Qualification Requirement:

### Education , Experience and Skills:

- Completion of university degree in Business Administration, Marketing, International Relations, Sociology, or other related discipline
- Minimum 1 year of professional work experience, including experience of PPH programme in corporate fundraising, HNWI programme from UN agencies, INGOs, international organizations, and/or Corporate Social Responsibility (CSR).
- Excellent knowledge of UN (especially UNHCR) procedures.
- Excellent knowledge of MS Office Suite (in particular Excel) and Powerpoint Presentation
- Excellent knowledge of English.

Please submit your Motivation Letter, P.11 form, Curriculum Vitae and a copy of official ID card/national passport indicating the vacancy announcement number and position title to:

[support.th@unhcr.org](mailto:support.th@unhcr.org)

Candidates who are **not** Thai nationals are required to submit with their application evidence of their right to work in Thailand.

Only candidates under positive consideration will be contacted for a written test and/or interview.

UNHCR/P.11 and supplementary forms can be downloaded from:

[https://www.unhcr.or.th/sites/default/files/u11/P11\\_UNHCR.docm](https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm) and

[https://www.unhcr.or.th/sites/default/files/u11/P11SUP\\_UNHCR.docm](https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm)