

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. BRABR/2020/054**

Title of Post	PSP Officer	Category/grade	NO-C
Post Number	10023116	Type of Contract	FTA
Location	Sao Paulo, Brazil	Date of Issue	28 October 2020
Effective date of assignment	01 January 2021	Closing Date	28 November 2020

Operational Context:

The United Nations Refugee Agency (UNHCR) is the world’s leading organization in helping and protecting the millions of people forced to flee their homes because of violence, conflict and persecution. We deliver life-saving assistance, including shelter, food and water while also safeguarding fundamental human rights, safety and dignity.

The Private Sector Partnerships (PSP) unit at UNHCR Brazil is new and has successfully raised funds from the private sector during the past four years. We are now seeking a Private Sector Partnership Officer (PSP Officer) to take the program to the next level and significantly grow income during the next five years. Reporting to the Senior PSP Officer (Americas), the PSP Officer will be responsible for developing and overseeing UNHCR Brazil’ private sector partnerships program and the associated team.

The successful candidate must have a minimum of six years (or five years with advanced university degree) of senior fundraising experience with both annual/individual giving and leadership giving (major donors, corporates, foundations) and strong managerial skills. As the Head of the Fundraising in Brazil, the candidate must have proven experience in building a high-performance team and leading a team to achieve significant results. An ability to work independently, exercise good judgement, maturity, sensitivity and leadership by example are critical success factors for this position.

If you meet these requirements and importantly you are or can see yourself being passionate about saving, protecting and rebuilding the lives of people forced to flee their homes due to violence, conflict and persecution, please submit your application before the closing date.

Functional Statement:

The Private Sector Partnerships Officer (PSP Officer) is a managerial position and is part of a larger Private Sector Partnerships (PSP) team expected to manage, advise and support PSP Brazil. The PSP Officer will be supervised by Senior PSP Officer (Americas). The PSP Officer is responsible for meeting the income targets within a given budget for Brazil.

The incumbent will prepare budget estimates for PSP Brazil under the supervision and agreement of the supervisor. The incumbent has staffing and fundraising activities under the supervision.

The PSP Officer is responsible for the development, planning and implementation of the fundraising programs related to both Individual Giving (IG) and Private Partnerships and Philanthropy (PPH). The incumbent oversees the PSP fundraising communications functions, as applicable.

Following guidance from the supervisor, the incumbent will encourage and facilitate the engagement of senior UNHCR staff members in Brazil, Bureau and in relevant Divisions and Entities in HQs to support PSP activities and donors. In addition, the incumbent ensures that the PSP fundraising and related activities are well-integrated in the local context and fosters a solid working relationship with the country Representative and the Operation. The PSP Officer will develop and support actions aimed at strengthening the relationships and keeping UNHCR stakeholders aware of PSP activities.

The PSP Officer will contribute to the overall management of PSP activities in Brazil by managing PSP staff under supervision and administering the PSP office efficiently.

The position provides regular and timely information on developments in relation to administrative matters in Brazil to the supervisor. Subject to specific operational, socio-economic or security developments in the Brazil, and in close alignment with the country Representative, the incumbent will direct and guide the PSP team in taking appropriate course of action.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties

- Develop and implement a strategic plan for Private Sector Partnership in Brazil, reflecting the country advocacy strategies and global PSP strategies.
- Ensure coordination with programme, livelihoods, durable solutions and other key UNHCR staff in the Brazil, as applicable, to identify programme areas for PSP to support; collaborate to structure donor proposals and secure donations from PPH partners.
- Manage and/or oversee the PSP budget in Brazil, supervise PSP (UNHCR regular and affiliated staff) in order to ensure National Growth Fund (NGF) projects operate within approved budget.
- Contribute in the effective implementation of the Organization's global private sector fundraising strategy in Brazil.
- Oversee the development of an individual giving acquisition program which could include Face to Face, Direct Mail, print ad, Digital or DRTV in addition to other methods determined to be appropriate.
- Oversee donor development, supporter experience and donor care programs to increase donor retention and improve life-time value of donors in Brazil.
- In consultation with the supervisor, provide advice on PSP investments (NGF) on the different fundraising channels, bringing maximum return on investment to the organization at minimum risk.
- Cultivate and maintain cordial relations with relevant corporate donors and media partners when it is related for fundraising in order to seek their increased financial and other types of support for UNHCR.
- Oversee the development and maintenance of a donor database, in which financial supporter's private information and donation history are saved.
- Oversee the development, maintenance, updating and enhancement of all the fundraising communication messages and materials for print and internet-based online outlets in order to maximize the loyalty of the donors for UNHCR.

- Provide regular and quarterly reports to the relevant internal recipients inside UNHCR (country, regional and HQ level).
- Ensure the compliance with the relevant domestic law related to fundraising practice, fundraising licencing and data protection.
- Manage PSP activities and staff in Brazil to ensure efficient fundraising operations meeting expected income growth targets.
- If delegated by the supervisor, give approval to local PSP implementation of activities within agreed budgets, staffing plans and annual plans.
- Ensure the compliance with UNHCR corporate brand and its delivery for public engagement in Brazil and following PSP global guidelines.
- Coordinate and work closely with Representative(s) and Communications team to integrate plans as it relates to events, public engagement initiatives, campaigns, communications and outreach.
- Perform other related duties as required.

Essential Minimum Qualifications and Experience:

- Six years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree
- University degree in business/marketing, social sciences or other relevant field
- Fluent in written and oral English and Portuguese
- Multiyear private sector fundraising experience in a not-for-profit organisation.
- Proven and successful multi-year track record in private sector partnerships (fundraising).
- Proven experience with developing and implementing private sector fundraising plans and budgets.
- Proven ability to meet fundraising targets and to negotiate and secure corporate and foundation partnerships for a monetary value of the one noted in the Operational Context.
- Proven ability to meet fundraising targets.
- Proven experience in managing high level meetings
- Proven ability in understanding how to reconcile the needs of the Organization with those of the donor.
- Experience with organizing workshops, trainings and coaching staff.
- Proven ability to write, draft, and edit letters, proposals, appeals, reports, acknowledgements, briefings, and donor correspondence when appropriate and ability to explain complex issues to external donors and present the Organization and diverse operations in an appealing and concise manner.
- Proven experience in managing growing teams;
- Excellent Leadership/Managerial skills and high emotional intelligence.
- Proven ability to work with a variety of stakeholders.

Desirable Qualifications & Competencies:

- Experience of working within the UN system, either in headquarters, a field operation or in a fundraising position.
- Experience in emergency fundraising for a humanitarian organisation.
- Experience in handling “Corporate Social Responsibility” programs and corporate recognition programs.
- Experience with raising funds from large groups of individuals through direct marketing techniques.
- Excellent computer skills with particular reference to word, excel and PowerPoint.

- Ability to work independently and take initiative.
- Ability to solve problems creatively and efficiently.

Eligibility:

Candidates must be primarily Brazilian citizens.

Currently serving UNHCR General Service staff, regardless of grade or length of service, with a relevant degree and meeting UNHCR standards for recruitment to the National Professional Officer category can apply, provided that requirements regarding professional experience, academic qualifications, language, etc. are fulfilled.

Submission of Applications:

If you wish to be considered for this vacancy, please submit your letter of motivation and signed Personal History Form to **BRABRHR@UNHCR.ORG** by **28 November 2020**, with the subject line **“BRABR/2020/054 PSP Officer”**. Application files must be named with the candidate’s full name, e.g. “NAME, LAST NAME – PHF”.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR is committed to diversity as well as creating an inclusive working environment for its entire workforce. Applications are welcome from all qualified candidates without distinction on the grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity. All applications will be treated with the strictest confidentiality.