



UNHCR

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

Internal / External Vacancy Notice

Assistant PSP Officer- Islamic Philanthropy

Location: PSP Toronto Canada
Application deadline: 16 February 2022
Type of contract: UNOPS
Duration: March 2022– December 2022 (with possibility of extension)
Expected start date: March 2022
Vacancy number: CANTO/PSP/VN22-004

1. General Background

The United Nations Refugee Agency (UNHCR) is the world's leading not-for-profit 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.

Our Canadian office is part of a global network that works in 135 countries, protecting over 80 million people. We were founded in 1950 as part of the United Nations effort to help people displaced by World War II. Since then we have been on the ground helping over 80 million people forced to leave their homes and have even received two Nobel Prizes for our work.

We are passionate about the people we help—and the amazing team of people who work for us. We thrive on excellence, integrity, and respect for diversity. Our culture is dynamic, results-oriented and focused on change, ready to tackle the latest global humanitarian crisis. You will be part of a newly growing team that—due to a significant revitalization process—is set for transformational growth. We need someone who is not only ready to jump in at the start of this journey, but has the skills, energy, and creativity to help shape what comes next.

2. Purpose and Scope of Assignment

With displacement crisis reaching unprecedented levels causing significant surges in funding needs, UNHCR has been considering alternative sources of funding, including contributions motivated by various faiths (Faith-based Philanthropy). In Canada, the Private Sector Partnerships Division (PSP) has been successfully exploring Islamic Philanthropy, in particular Zakat (obligatory annual alms) and Sadaqah (voluntary contributions).

While significant progress has been made in positioning UNHCR and refugees as valid recipients of faith-based funding in Canada, PSP is seeking to recruit an Officer to support and speed-up the long-term development of UNHCR's Islamic Philanthropy portfolio and take it to the next level. The incumbent will support the PSP Canada team in raising funds over three years from institutional partners and individuals. Such funds are motivated by the transparency and compliance of UNHCR's programmes and beneficiaries to sustainably receive Islamic funds.

The Officer preferably has proven experience and connections in the sectors of Islamic Philanthropy and Islamic Banking/ Finance. He/she is expected to support in further shaping UNHCR's approach to Islamic Philanthropy, and in the management of relevant internal and external stakeholders crucial to the realization and implementation of UNHCR's Islamic Philanthropy strategy.



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Responsibility

- **Strategy:** support in refining UNHCR's strategic approach to Islamic Philanthropy; this includes but is not limited to strengthening the case for support through existing streams (Zakat, Sadaqah, Waqf, Sukuk).
- **Implementation:** support the speedy and effective implementation of the strategy, aiming to increase the credibility of UNHCR among Islamic Philanthropy actors in Canada, including donor partners, HNWIs, financial institutions, and Islamic institutions such as Zakat and Waqf Houses.
- **Stakeholder management:** support in the management and communication of existing internal and external stakeholders related the guidance and implementation of UNHCR's Islamic Philanthropy strategy. Adhering to donor data management, gift processing and all others internal PSP processes.
- **Prospecting:** identify and establish contact with leading Islamic financial institutions in Canada (banks, insurance firms, wealth management companies, etc) with the aim of collaborating for the promotion and receipt of institutional and individual funds by high-level clients towards UNHCR's programs for refugees and IDPs.
- **Best practices:** provide advice on best practices in the area of Islamic Philanthropy, accompanied with recommendation on how UNHCR can best employ such practices to increase credibility and transparency among audiences.
- **Reconciliation:** support in the monthly process of reconciling received Islamic funding in order to guarantee utmost accountability in recording such funds, accurately channelling them to the programs/beneficiaries they are supposed to be earmarked for, and full transparency in reporting back to donors.
- **Drafting:** prepare relevant, comprehensive and up-to-date project proposals and reports to solicit and report back on Islamic funds received by UNHCR.
- **Compliance:** liaise with relevant internal stakeholders to guarantee on-going compliance of relevant programmes and expand the internal scope of compliance through the continuous identification of relevant UNHCR programmes for compliance purposes.
- **Reporting:** ensure that regular reports on optimum and compliant utilization of Islamic funds received by UNHCR are drafted, submitted and published in a professional and timely manner. Additionally, assure external compliance reports are drafted and published by the relevant 3rd party.
- **Other:** perform other ad-hoc functions.

3. Monitoring and Progress Control

- **Reconciliation:** Monthly income from Islamic fund properly reconciled, recorded and dispatched.
- **Reports:** monthly expenditure reports of Islamic funds are drafted and published.
- **Compliance:** annual and bi-annual compliance reports are in place and published.
- **Income:** target income raised from relevant streams.

4. Qualifications and Experience

a. Education

- University Degree in Finance, Islamic Finance, Economics, Business Administration, development, public administration, or other related fields.

b. Work Experience

- Minimum 4 years of relevant working experience.



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- Proven expertise in Islamic philanthropy and/ or Islamic finance Canada or Islamic world.
- Proven experience of fundraising.
- Good knowledge of humanitarian assistance and UN environment.
- Strong project management skills

c. Key Competencies

- Excellent knowledge of Islamic Philanthropy and Financing Practices
- High client orientation, networking and relationship-building skills
- Strong analytical and problem-solving skills
- Excellent negotiation skills
- Good written and oral communication and interpersonal skills
- Fluency in English language. Arabic language is an asset
- **Must be eligible to work in Canada**

5. Additional information:

a. Approximate net monthly salary range: CAD \$5,040- CAD \$ 6,212

The final salary step within this range is determined based on experience and education following the established criteria for step allocation.

Tax payment will be under the direct responsibility of the contractor. UNOPS contracts are not tax exempted

b. Benefits:

- 2.5 annual leave days accumulative and 2 sick leave days per month in addition to UN statutory holidays.

c. Recruitment process:

- 4 - 6 weeks
- PSP Toronto office is located at Midtown Toronto.
- Due to the current situation, the interview and written test may be conducted remotely.

d. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

To apply for this position, please send a cover letter and the Personal History/Supplementary forms to cant1adm@unhcr.org with “**CANTO/PSP/VN22/004 Assistant PSP Officer - Islamic Philanthropy**” in the subject line.

To access forms, please visit our website <https://www.unhcr.ca/careers/>.

Application without personal history form will not be reviewed.

Please note that the receipt of applications will not be acknowledged and only short-listed candidates will be contacted for interview.

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