



UNHCR

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

UNHCR REPRESENTATION IN INDONESIA INTERNAL/EXTERNAL VACANCY NOTICE

No. 23/PSP/F2F/INSJA/001 - UNOPS

Functional Title	: Face to Face Fundraiser
Category & Level	: UNOPS, Individual Contract Agreement, LICA-1
Duty Station	: Jakarta, Indonesia
Entry on Duty	: 20 March 2023
Annual Salary	: IDR 62,028,000
Closing Date	: Opening as per monthly quota until December 2023

Position Objective:

To raise funds for refugees through UNHCR Indonesia by signing up monthly donors to UNHCR at campaign locations directed by PSP Unit

Duties and Responsibilities

Under the direct supervision of Face-to-Face Team Leader and PSP Assistant (F2F City Coordinator), F2F Fundraiser will perform the following duties in his/her area of responsibility:

Fundraising

1. Approach and inspire potential donors in public area like shopping malls, event, office building, station, airport etc and recruit them become monthly donors in line with the Fundraiser Code of Conduct set by UNHCR Indonesia
2. Coordinate with the F2F Team Leader in providing work reports and improving the quality of the results obtained
3. Work in accordance with the schedule and locations prearranged by the UNHCR Indonesia Face-to-Face Unit
4. Understand and comply with the guidelines of the Face-to-Face Fundraising Team Leader or person in charge for proper operation of the team

Advocacy

Represent UNHCR Indonesia on the street and at indoor locations in a professional manner, including appearance and communications with the public

Training

1. Participate in trainings, briefing sessions and meetings as required by UNHCR Indonesia
2. Maintain an interest in and awareness of UNHCR's mandate and refugee protection

Administration

1. Collect pledge forms from new donors that are filled out accurately, legibly and completely
2. Handle personal information with cautiousness
3. Securely hand over completed pledge forms to the Face-to-Face Fundraising Team Leader in charge
4. Complete the pledge form by making follow-up calls to the new donors whose personal information details or bank details were incomplete

5. Manage and maintain adequate supplies of sign-up forms, welcome packs, etc.

Other

The Face-to-Face Fundraiser may be asked to perform other similar duties as required. The duties will require related skills.

Working Relationships: PSP IG Associate, PSP Assistant (Face-to-Face Fundraising City Coordinators), Sr PSP Assistant (Face-to-Face Fundraising Trainer), Face-to-Face Fundraising Team Leader(s), and Face-to-Face Fundraising Fundraiser(s)

Working Days/Hours: 5 working days per week, 6 hours per day
(Morning Shift 10.00 am to 16.00 pm)
(Evening Shift 16.00 pm to 22.00 pm)

Working Locations: Face-to-Face Campaign Locations (Public area: shopping malls, event, office building, station, airport etc)

Qualifications/Requirements

Education: Minimum Completion of the Secondary Education (High school diploma) preferably in Communication, Marketing or Sales or another related field.

Experiences: Minimum of 1-year previous relevant job experience (As Face-to-Face Fundraiser preferably and Fresh Graduate are welcome)

Nationality: Citizen of Indonesia

Required Competencies

1. Clear understanding on the cause of the organization
2. Knowledge of and experience in sales or promotion work
3. Ability to work in a team
4. Results-driven
5. Acts with integrity, honesty and responsibility
6. Good communication skills

Supervision exercised and guidance given

On-the-job training will be provided to the successful candidate.

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

INSJAF2F@unhcr.org

IMPORTANT: Candidates put **F2F_PSP_Jakarta_Full Name** as the subject of the email (e.g. F2F PSP Jakarta Andini Aprilia)

Applications from all genders and persons with disabilities are encouraged to apply. Late applications will not be considered. Only those short-listed for the tests (Pitch video, Written & Interview) will be notified.