

Job Description Form

Classification Date: May 2020

1. Job Type

2. Job Information

Title
 Functional Group - Level 1 Grade
 Functional Group - Level 2 Job Code
 Functional Group - Level 3 CCOG Code
 Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location
 Supervisor Position Number Supervisor Grade
 Supervisor's Title

3. Organizational Setting and Work Relationships

The Associate Donor Relations Officer is part of a team that maintains proactive dialogue with governmental donors or UN agencies and organizations, as well as with the regional and local donors aiming at building relationships, raise awareness and mobilize political and financial support for UNHCR's work and priorities.

The incumbent's primary role is pursuing opportunities for donor engagement, strengthening partnerships, sustaining support and fundraising opportunities. Due to the specific nature of these responsibilities, Donor Relations Officer posts are based only in Geneva Headquarters, major donor capitals or Regional Bureaux, s/he with also provide support to counterparts in Field Operations.

S/he is supervised by the Senior Donor Relations Officer and receives guidance from DRRM Chief of Sections and from the Head of Service. S/he may receive indirect guidance from other units within DRRM, Divisions in Headquarters or Regional Bureaux.

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.

4. Duties

- Assist in maintaining close dialogue with, and providing information to, donor governments on UNHCR operations and financial requirements, including in response to donor governments' ad hoc requests for information.
- Keep abreast of UNHCR's operations worldwide, with a specific focus on high-profile and emergency situations, to be able to serve donors' information needs on all aspects of UNHCR's work.
- Assist in identifying and accessing new donors and funding sources as per DRRM strategy.
- Assist in drafting internal and external correspondence, including briefing notes for HC, Head of DRRM to support them in negotiations and follow up of contributions with donors.
- Assist in implementing and reviewing actions and strategies, and maintaining donor profiles and plans.
- Monitor recording and track engagement of contributions and take necessary actions to satisfy donor requirements.
- Help prepare submissions - in collaboration with respective Bureau, Divisions and UNHCR Offices - for specific funding from donors or provide other information donors may require in determining their financial/political support to UNHCR.

- As needed, help Bureaux/Regional Offices/Country Operations with input for their fundraising strategies, in line with DER/DRRM strategic directions.
- Arrange meetings for donors and, where applicable, organize annual bilateral consultations with donor governments.
- Prepare reports using UNHCR information management systems (Global Focus, MSRP, data2 portal, funding updates, etc.) as necessary in a timely and efficient manner.
- Provide editorial support and facilitate the finalization of fundraising publications produced by DRRM or the Bureaux, including appeals and other reports.
- Provide support and guidance to the Field on engagement in the Refugee Response Plans and Humanitarian Response Plans.
- Provide guidance and advice on UNHCR's involvement at the IASC on humanitarian financing.
- Perform regional focal point duties as required, including compiling funding-related TPs and background notes on the region for senior management missions and meetings with donors; review funding updates.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

*International Relations;
Journalism;
or other relevant field.*

*Political Science;
Communication;*

*Social Sciences;
Public Policy;*

(Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses

Not specified.

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Experience in external engagement with donors, UN agencies, partners, governments. Professional work experience in field operations. Knowledge of UNHCR's operational arrangements, its relief programmes, the funding needs and priorities.

Desirable

UNHCR fund- raising and programme management experience. Good research, policy and report writing skills. Experience in managing donor relations. Understanding of the workings of major donor perspectives, requirements and standards.

Functional Skills

ER-Donor Relations

ER-Resource Mobilization

ER-Project Reporting Systems for Reporting to Donors

ER-Donor Relations – Humanitarian Financing

**CO-Strategic Communication*

MS-Networking

**MS-Drafting, Documentation, Data Presentation*

MS-Reporting skills

SO-Negotiation skills

(Functional Skills marked with an asterisk* are essential)

Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***
*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***
*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

6. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies:

Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation

Managerial Competencies:

Empowering and Building Trust
Judgement and Decision Making
Managing Resources

Cross-Functional Competencies:

Analytical Thinking
Negotiation and Conflict Resolution
Planning and Organizing

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.