

Job Description Form

Classification Date: April 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 Private Sector Partnerships Service (PSP) sits within UNHCR Division of External Relations (DER), and the Due Diligence team is a part of Private Partnership and Philanthropy Section (PPH).

The Associate Due Diligence Officer will be a member of the Due Diligence team. The Associate Due Diligence Officer will conduct screening research for the due diligence process related to the delivery of partnerships between UNHCR with corporations, foundations, HNWI, and other Private Sector entities.

The Due Diligence team serves as the point of entry for assessing compliance, reputational risk, and cost benefit analysis for UNHCR when developing a Private Sector partnership. The Due Diligence team supports colleagues across all UNHCR on the review and approval of Private Sector Partnerships that carry financial and/or non-financial value for the organization.

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

- Maintain detailed records of screening activities, including maintaining and periodically reviewing a central registry/database of all screened partners, as well as potential partners being actively approached, ensuring that the screening information is made accessible as appropriate.
- Keep abreast of relevant business, economics, legislative, regulatory and corporate social responsibility (CSR) developments and trends in key PSP markets, advising the Due Diligence Officer on critical issues.
- Manage and Prioritize incoming enquiries from the PSP network, and from UNHCR colleagues outside of PSP, regarding screening and due diligence on current and prospective Private Sector partners.
- Liaise with UNHCR's external due diligence data providers to access database reports (and to commission custom-made reports if authorized).
- Ensure that the requested screening reports are submitted in a timely manner, regular communication with Due Diligence Officer is maintained and s/he is informed of all significant activity in concerned regions.

- Undertake extensive research for screening of current and prospective private sector partners and donors based on publicly available sources and information.
- Undertake cost benefit risk analysis of research to make informed and consistent screening result recommendations.
- Draft and consolidate comprehensive screening reports for review.
- Verify compliance with UNHCR's screening criteria and identify potential risks, with a special focus on reputational risks for the organisation.
- Support colleagues throughout the organization in following the two phases of the UNHCR Due Diligence process for engagement with the Private Sector.
- Work closely with, and communicate frequently with, the other Associate Screening officers on the Due Diligence team.
- 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

*Social Sciences;
Law;
Public Administration;
International Relations;
Business Administration;
Economics or other relevant field.*

(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

Previous relevant work experience in a not-for-profit organization and/or in a global private sector company is required. Attention to details, problem-solving, follow-up ability and excellent time management.

Desirable

Proven ability to work independently and effectively and handle multiple priorities in a fast-paced environment. Corporate Social Responsibility knowledge and experience is an asset. Exposure to UN system with focus on risk management or partnerships for humanitarian causes preferred. Experience working in a multi-cultural environment.

Functional Skills

MS-Reporting skills;
MS-Research;
RM-Resource Management;
MS-Monitoring & Evaluation;
MS-Data Collection and Analysis;
MS-Drafting, Documentation, Data Presentation;
IT-Computer Literacy;

(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:

Not specified.

Cross-Functional Competencies:

Analytical Thinking
Planning and Organizing
Stakeholder Management

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.