



United Nations High Commissioner for Refugees (UNHCR)

Internal/External Vacancy Announcement

Vacancy Notice No.: IVN/EVN/NBI/18/02

Title of Post	Assistant Donor Relations Officer	Level	NOA
Type of Appointment	Fixed Term Appointment	Duration	1 year
Position No.	10029891	Date of Issue	19 th December 2018
Location	Nairobi Support Office for Somalia	Closing Date	1 st January 2019

ORGANIZATIONAL CONTEXT.

The incumbent manages relations with certain government donors assigned to him/her, with authority to advocate for support to UNHCR programmes and negotiate contributions.

The incumbent is under direct supervision of the Senior External Relations Officer and also receives guidance from the Representative/Deputy Representative. S/he may receive indirect guidance from other units within UNHCR e.g. Programme Unit.

S/he is expected to keep abreast both of UNHCR operations and institutional developments as well as political and socio-economic developments in the respective donor country s/he covers.

Externally, under the supervision and guidance of the Senior External Relations Officer, the incumbent maintains relations with government donors.

FUNCTIONAL STATEMENT.

Accountability

- Government donors are regularly lobbied and kept well informed on UNHCR's operations, priorities and funding needs, and engaged in a strategic dialogue with UNHCR to maintain/increase contributions.
- Quality proposals for funding are submitted to government donors, coordinated with respective field operations.
- Narrative and financial reports are submitted in a timely fashion so that donors are fully informed of the use of their contributions and in a position to make qualified decisions about further contributions.

- Operations and the Executive Office receive timely information and guidance on actual and projected income in order to take appropriate decisions on resource allocation and management.
- Where applicable, guidance is provided to field offices for field-based fundraising with particular donors.
- Contributions (cash) from government donors are promptly and accurately recorded, representing donor intents.
- Contributions are tracked with a view to monitoring payment and allocation of funds, monitoring of expenditures of funds, and to ensure reporting deadlines and requirements are met

Responsibility

- Maintain close dialogue with and provide information to relevant donor governments on UNHCR operations and financial requirements including responding to donor governments' requests for information on ad hoc basis.
- Keep abreast of UNHCR's operations world-wide with a specific focus on emergency situations to be able to serve donors' information needs on all aspects of UNHCR's work.
- In consultation with the Senior External Relations Officer, negotiate contributions, striving for timeliness, predictability and maximum flexibility.
- In consultation with the Senior External Relations Officer, negotiate, draft and follow up on bilateral agreements with donors where appropriate.
- In consultation with the Senior External Relations Officer, identify and access new donors and funding sources.
- Record cash contributions accurately in MSPR "Contribution Management" system reflecting the donor's earmarking, reporting requirements, payment information and relevant conditions as specified in the donor's pledge/agreement.
- Draft internal and external correspondence, including briefing notes Senior External Relations Officer and Executive Unit, to support them in negotiation and follow-up of contributions with donors.
- In collaboration with respective operations and units, prepare submissions for specific funding from donors or provide other information donors may require in determining their financial / political support to UNHCR.
- Draft narrative and financial reports on contributions, in compliance with specific donor requirements.
- Monitor recording and tracking of contributions and take necessary action to satisfy donor requirements.
- Assist in monitoring and analysing donor policies on humanitarian assistance, potential for accessing transition and development funding sources, policies/strategies of organisations competing with UNHCR over funds. Research, develop and maintain donor profiles / fact sheets.
- Organise programmes of visits, meetings and the annual consultations with relevant governmental donors, as well as for donor missions to the field when required.
- Perform any other tasks as required.

Authority

- Initiate discussions on possible texts for funding agreements with government donors.
- Advise the Senior External Relations Officer/Representative on fund raising messages for specific donors or relating to specific operations or regions.
- In consultation with the Senior External Relations Officer/Representative, draft funding submissions, reports and information papers for donors concerning specific operations.

- In consultation with the Senior External Relations Officer/Representative, draft reports on the funding situation from specific donors and of assigned operations or regions.
- As appropriate, represent UNHCR in meetings and correspondence with government donors, and represent Senior External Relations Officer/Representative in internal meetings.

REQUIRED COMPETENCIES

Managerial Competencies

- Empowering and Building Trust
- Judgement and Decision Making

Cross-Functional Competencies

- Analytical Thinking
- Political Awareness
- Stakeholder Management

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Undergraduate degree (Equivalent of a BA/BS) in International Relations, Economics, Business Administration/Management, Social Sciences or similar relevant field plus minimum 1 year of previous work experience relevant to the function. Graduate degree (equivalent of a Master's) or Doctorate degree (equivalent of a PhD) may also be accepted.
- Good understanding of UNHCR, its mandate, priorities, field operations and of donor relationship.
- Excellent communication skills with strong interpersonal and negotiation skills to deal with staff members of different cultural and educational backgrounds.
- Highly developed drafting skills.
- Knowledge of English and UN working language of the duty station if not English.

**** For National Officer positions, very good knowledge of local language and local institutions is essential.*

DESIRABLE QUALIFICATIONS

- Experience in (UNHCR) field operations.
- UNHCR fund-raising and programming/programme management experience.
- Familiarity with funding mechanisms of assigned donor governments.
- Excellent computer skills (MS Word, Excel and PowerPoint essential).
- Exposure to UNHCR specific learning/training activities.
- Knowledge of additional UN languages.

SUBMISSION OF APPLICATIONS:

Candidates must be Kenyan nationals.

Interested current staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL).

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation, Personal History Form (attached) by e-mail stating the position title and vacancy notice number in the subject line to: sommohrs@unhcr.org** by **1st January 2019**.

The Personal History Form (PHF) is attached and also available at the following link: <http://www.unhcr.org/recruit/p11new.doc>

Shortlisted candidates may be required to sit for a test and/or oral interview. No late applications will be accepted. Only short-listed candidates will be contacted.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

NB: UNHCR does not charge a fee at any stage of the recruitment process.

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