RESPONSIBILITIES

Under the supervision of the Regional PSP Manager based in Nairobi, the incumbent will lead the Private Sector Partnerships (PSP) team in South Africa, working closely with the External Relations team in Pretoria.

Purpose and Scope of Assignment
(Concise and detailed tasks and responsibilities to be undertaken)

The main duties and responsibilities of this position are to:

- Contribute to the development and execution of the private sector fundraising strategy for UNHCR in South Africa;
- Undertake high quality research to identify and cultivate prospects from corporates and foundations, to grow UNHCR’s donor base;
- Expand and build on UNHCR’s donor base;
- Expand and build on UNHCR’s existing relationships with corporates and foundations;
- Working with the Snr. Regional External Relations Officer, contribute to the development of a communication and branding strategy to engage donors, increase awareness and promote a better understanding of UNHCR and refugee issues;
- Ensure that the PSP programme in South Africa adheres to PSP reporting requirements with regard to the annual plan and Income Growth Fund;
- Maintain close dialogue with and provide information to relevant donors on UNHCR operations and financial requirements including responding to donors’ requests for information on ad hoc basis;
- Keep management informed about relevant local developments;
- In collaboration with the PSP Major Donors Officer and the Senior Regional External Relations Officer, keep abreast of developments on UNHCR’s work both in the country and worldwide and support as requested with response to queries for information on all aspects of the organisation’s work;
- Provide support and guidance for individual giving in South Africa;
- Oversee the PSP supplier arrangements and contracts in the Office;
- Provide guidance and support to the Private Sector Partnerships team in South Africa;
- Represent PSP at events and meetings as required;
- Any other tasks as requested.

Essential Minimum Qualifications and Experience
(List of education, work experience, expertise and competencies of the individual contractor)

- University degree in communication, marketing, social sciences and/or other related discipline;
- Minimum of 4 years of relevant job experience with private sector fundraising and communication at a managerial level;
- Proven ability to meet fundraising targets;
- Current market knowledge of PSP in South Africa is essential;
- Experience with corporate fundraising;
- Proven expertise and up-to-date knowledge in existing and new PSP techniques including direct marketing and direct response fundraising, telemarketing, monthly donor programmes such as mass appeals, major donor fundraising, e-fundraising and emergency fundraising;
- Experience working for an INGO in the humanitarian field;
- Excellent presentation skills in English; Affinity with new media and excellent computer skills with specific focus on preparation of website/pages;
- Media, public relations experience is a plus;
- Experience as a copywriter for magazines, and or websites is a plus;
- Knowledge of other UN languages desirable;
- Excellent knowledge of English;
- An articulate, excellent communicator with strong interpersonal and negotiation skills to deal with varying personalities is sought.

Key Competencies
(Technical knowledge, skills, managerial competencies or other personal competencies relevant to the perform the assignment)

Managerial Competencies
- Judgement and Decision making
- Strategic Planning & Vision
- Managing Resources

Cross-Functional Competencies
- Analytical Thinking
- Planning & Organizing
- Change Capability and Adaptability

Submission of Applications
This vacancy is open for qualified South Africans ONLY. Female candidates are encouraged to apply.

Interested candidates are invited to send a motivation letter and a completed Personal History Form (or Fact Sheet, if internal) prior to the closing date of this vacancy to the address below. Please include the position title and vacancy number in the subject line.

rsaprhr@unhcr.org

Personal History Forms are available at www.unhcr.org/recruit/P11-UNHCR.doc

Only short-listed candidates will be notified