



United Nations High Commissioner for Refugees (UNHCR)

Internal/External Vacancy Announcement

Vacancy Notice No.: IVN/EVN/RSC/17/002

Title of Post	Assistant Fundraising Officer (Kenya)	Category, Level and Duration	National Professional Officer, NOA, Fixed-term appointment
Post Number	10026146	Date of Issue	4 January 2017
Location	Regional Service Centre, Nairobi	Closing Date	18 January 2017

Organizational Context:

Under the supervision of the Senior Regional PSP Officer (Africa), the Assistant Fundraising Officer (Kenya) will be part of the Private Sector Partnerships Service team in Nairobi, working closely with the Senior Regional PSP Officer, leading PSP in Africa.

The Asst. PSP Officer, Kenya will lead UNHCR's Private Sector engagements in Kenya and will be expected to fundraise against a target. The incumbent will be expected to develop project proposals, conduct prospect research and maintain a database of prospects, build cases for support, develop fundraising materials and report to donors.

In addition, the incumbent will work closely with UNHCR Branch Office, Kenya, and UNHCR Kenya to align needs and fundraising strategies.

Functional Statement:

Accountability (*key results that will be achieved*)

- \$500,000 from Leadership Giving (LG) is raised in 2017.
- 30 Face-to-Face visits are conducted to prospective donors and sign on at least 6 partners in 2017.

Responsibility (*process and functions undertaken to achieve results*)

- Contribute to the enhancement and execution of the private sector fundraising strategy for UNHCR Kenya.
- Contribute to the enhancement and execution 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 Kenya adheres to PSP reporting requirements with regard to the annual plan and Income Growth Fund.
- Undertake high quality research to identify prospects from corporate, foundations and major donors.
- 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 National PI 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 organization's work.
- Provide guidance to PSP support staff.
- Perform any other tasks as requested.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Produce reports, newsletters, etc. for donors as required.
- Prepare inputs for funding submissions, appeals and reports.
- Finalize project proposals coming from implementing partners.
- Provide donor care.

Essential Minimum Qualifications and required Professional Experience:

- University degree (BA) in Communication, Marketing, Economics and /or other related discipline.
- Minimum of 2 years of relevant job experience with private sector fundraising and communication.
- Expertise and up-to-date knowledge in existing and new PSP techniques including response fundraising, major donor fundraising, e-fundraising and emergency fundraising.
- Proven ability to develop project proposals.
- Current market knowledge of PSP in Kenya.
- Exposure to partnerships and resource development in Eastern Africa region.
- Experience working for an INGO in the humanitarian field.
- Excellent and advanced computer skills including Excel and Access.
- Excellent presentation skills in English.

Desirable Qualifications and Competencies:

- Knowledge of private sector partnerships.
- Knowledge in graphic design.
- Knowledge of Swahili.
- Knowledge of other UN language.

Required Competencies:

Managerial Competencies

- Empowering and Building Trust
- Managing Resources

Cross - Functional Competencies

- Analytical Thinking
- Innovation and Creativity
- Planning & Organizing

Eligibility:

Candidates must be Kenyan nationals.

Interested and current staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL). If you have any questions regarding eligibility, please contact the HR Officer / Associate at RSC Nairobi.

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, P11 Form and factsheet (for internal candidates only) by e-mail** stating the Position Title, Vacancy notice number and your Last Name in the subject line to: kenrhhr@unhcr.org by **18 January 2017**.

The Personal History Form (P11) is attached and also available at the following link:
http://www.unhcr.org/recruit/P11_UNHCR.doc.

Shortlisted candidates will be required to sit for a test and oral interview.

No late applications will be accepted. Only short-listed candidates will be contacted. UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

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.

Refugees - who cares? We Do.