



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR REGIONAL BUREAU FOR ASIA AND PACIFIC VACANCY NOTICE No. 20/INSJA/PSP/004

Functional Title	: Senior PSP Assistant (F2F Location)
Category & Level	: UNOPS, Individual Contract Agreement, LICA-level 5
Duty Station	: Jakarta, Indonesia
Entry on Duty	: 1 July 2020
Duration	: 31 December 2020 (Possibility of extension subject to availability of fund)
Annual Salary	: Starting from IDR 197.169.000
Closing Date	: 26 May 2020

General Background

UNHCR is the UN Refugee Agency and takes the lead in providing international protection for 70.8 million refugees and displaced people worldwide. An unprecedented 70.8 million people around the world have been forced from home. Among them are nearly 25.9 million refugees, over half of whom are under the age of 18. In a world where nearly 1 person is forcibly displaced every two seconds as a result of conflict or persecution, our work at UNHCR is more important than ever before.

Further to a fundraising market evaluation conducted in 2019, UNHCR Private Sector Partnership (PSP) unit is launching fundraising activities in Indonesia from 2020 onwards and setting up a team of fundraising specialists. As in other markets PSP operates in, our primary goal in Indonesia will be to establish a sustainable source of funding through monthly donors to be recruited mainly via Face-to-Face (F2F).

Number of refugees and other persons of concerns hosted in Indonesia is of 14 thousand beneficiaries registered by UNHCR in Indonesia and will provide a relevant theme for PSP messaging and to seek financial support for UNHCR programs in Indonesia and international situations. PSP activities will also contribute to raise UNHCR brand awareness in Indonesia and improve public perceptions on refugees.

UNHCR is now looking for a highly motivated and self-driven professional to ensure F2F program Support with a background in either commercial or NGO direct sales or direct marketing and have experience in venue management for event in profit or venue of fundraising for non profit. This position will support PSP In-house and agency face to face programs in Jakarta, with potential expansion to other cities in Indonesia.

Duties and Responsibilities

1. Elaborate and implement strategy to secure excellent locations for F2F activities including shopping malls, event sites, offices, and other public spaces that can provide place for F2F team to work and recruit quality donors.
2. Secure event sites (outdoor and indoor) for short term and long term partnerships for F2F fundraising booths. Responsible for bookings of a venue and negotiation process to gain access to new venue and ensure the venue provide the best chance of success for fundraising teams
3. Develop, produce and update venue proposal or other relevant packages to approach and build good relationship with potential external venue management
4. Ensure all UNHCR F2F location and Activity already have license.
5. Ensure that the image and core values of organisation are well presented as per PSP F2F guidelines and following best practices in the sector
6. Manage on-going relationship with managers of private venue ensuring that the positive impact from UNHCR to fundraise on that site is known

7. Research and actively assess potential new fundraising venues in Jakarta and other cities
8. Organise and manage creative F2F events; this may involve carrying equipment to and setting equipment up and out the venue
9. Set site and team schedule for F2F activity in line with management requirement
10. Analyse and monitor venue performance result including regular mystery shopping
11. Produce and deliver regular venue performance analysis reports to PSP Associate (F2F)
12. Other assignments as provided by PSP Associate (F2F)

Monitoring and Progress Controls

- Maintain and grow portfolio of F2F locations in Jakarta and other cities as per monthly activity plans
- Monitor and analyse venue performance ensuring that all targets and key performance indicators are met or exceeded.

Qualifications/Requirements:

Education: University degree in one of the following areas: Communication, Sale and Marketing, or Public Relations or any related field.

Working Experience: A minimum of 1-year experience in a corporate or an NGO environment (experience working for an international NGO will be an asset). At least 1-year experience in managing venue or event exhibition for profit or non-profit.

Nationality: Citizen of Indonesia; non-citizen with Indonesian permanent residence.

Languages: Excellent knowledge of English and Bahasa Indonesia (written and oral) highly essential; knowledge of other UN languages is an asset.

Key Competencies Strong negotiations skill, Excellent experience of computerized accounts packages, Excel, PowerPoint and Word, Ability to manage a complex and diverse workload and to work to tight deadlines, Excellent skills in presentation, Self-motivated, enthusiastic and professional approach to work, Ability to create and interpret budgeting information, Attention to detail, Knowledge of refugee issues and of UNHCR or another human rights-oriented agency an asset.

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Candidates who wish to be considered for this vacancy should send their motivation letter, CV and **signed** Personal History/P.11 form (available at <http://www.unhcr.org/id/en/job-opportunities>), to **UNHCR Indonesia** at:

**Menara Ravindo Lt. 14
Jl. Kebon Sirih Kav. 75
Jakarta 10340**

Or via email to THAROPSP@unhcr.org

DEADLINE FOR APPLICATIONS: 26 May 2020

IMPORTANT: Candidates must indicate the **post title** on the envelope or subject of the email.

Applications of all genders and persons with disabilities are encouraged to apply.

Late applications will not be considered.

Only those short-listed for test will be notified.

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Jakarta, 12 May 2020