



**UNHCR TERMS OF REFERENCE  
FOR JUNIOR PROFESSIONAL OFFICER (JPO) CATEGORY**  
*(When finalised and approved by the Post Manager(s), e-mail to HQPC00)*

**DATE SUBMITTED:** 23/08/2018

**PART 1A - CLASSIFICATION DATA**

**A.1 CURRENT / OFFICIAL POSITION DATA**

JPO Position No.: 10016395		
JPO Position Title: Associate Project Development Officer		
JPO Position Grade: P2	Position Category: <b>JPO</b>	
JPO Position Location: Copenhagen, Denmark		
Supervisor Position No: 10017083	Supervisor Position Title: Project Development Officer	Supervisor Position Grade: P3

**- ACTION REQUESTED -**

**A.2 CREATION OF JPO POSITION** ☐ (Tick as appropriate)

**A.3 REVISION OF EXISTING POSITION** (Tick as appropriate, and indicate the current, revised title)

☐ Change of Title    ☒ Update of Duties    ☐ Others (Specify):

	Title:	Grade	Category
From:			JPO
To:			JPO

**PART 1B - POSITION JUSTIFICATION**

**JUSTIFICATION** ( ☐ Creation / ☐ Revision ) – Explain below why the creation of position is needed. If the position is to be revised, explain any new contextual developments or changes in position requirements that justify the review.



## UNHCR TERMS OF REFERENCE FOR JUNIOR PROFESSIONAL OFFICER (JPO) CATEGORY

*(When finalised and approved by the Post Manager(s), e-mail to HQPC00)*

Date of Classification <sup>(1)</sup>:

<b>PART 2A – IDENTIFICATION OF POSITION</b>	
Position No: 10016395	Job Code <sup>(1)</sup> :
Position Title: Associate Project Development Officer	Job Profile <sup>(1)</sup> :
Position Location : Copenhagen, Denmark	Functional Group <sup>(1)</sup> :
Supervisor Position No., Title & Grade: 10017083, Project Development Officer, P3	CCOG Code <sup>(1)</sup> :
Position Grade: P2	Category: <sup>(1)</sup> : <b>JPO</b>
	<i>(1) To be completed by PCU</i>
<b>PART 2B – POSITION REQUIREMENTS</b>	

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**2.1 ORGANIZATIONAL CONTEXT.** *Define the role of the position within the team, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

**Operational context:**

Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources from the private sector for refugees. UNHCR has developed a Private Sector Fundraising Strategy 2018-2025 with a vision to raise USD 1 billion by 2025. This strategy focuses on both Individual Giving (IG) and Private Partnerships and Philanthropy (PPH) and identifies priority fundraising markets and regions.

This Associate Project Development Officer function sits in the Partnership Support Unit (PSU), and is part of multi-functional team reporting to the Head of the Partnership Support Unit in Copenhagen. PSU is one of three teams in the HQ Private Partnerships and Philanthropy (PPH) section, the other two units are the Partnership Development Unit (PDU), and the Operational Partnerships Unit (OPU).

The Partnership Support Unit is a support function to the global PSP network of fundraisers (with PSP fundraising operations in Africa, the Americas, Asia, Europe and MENA), while also playing an integral role in strengthening cooperation with key institutional stakeholders namely the Regional Bureaux, Field Operations and Divisions to support PSP fundraising opportunities.

The Partnership Support Unit (PSU) has recently enhanced its capacity, with a merge of two former support units into one robust unit, to strengthen the delivery of support to the PSP Network and better position PSP to achieve the USD 1 billion strategy. The Unit aims to provide an agile, forward looking service that lightens the load on both the PSP network that raise funds, and UNHCR field operations that receive PSP funds. PSU supports fundraisers and relationship managers throughout the donor journey serving as a bridge between the fundraising network and the rest of UNHCR to enhance the donor experience and position UNHCR as a trustworthy reliable partner with the private sector, to support further giving. The Partnership Support Unit (PSU) steers the scope of projects and fundraising products that match donor interests across PSP income streams and markets, and develops donor friendly fundraising materials for projects that UNHCR can reliably implement and report on. PSU aims to strengthen private sector donors' experience throughout the donor journey including the establishment, monitoring and delivery of privately funded projects. The unit is a multi-functional team, with both technical program staff that advise on the scope of projects for fundraising, and expert writers and a graphic designer that finalize fundraising products, producing donor friendly UNHCR brand aligned proposals and reports. In the Unit there are specific 'task teams', with geographic and thematic responsibilities, the JPO position would join one of the task teams reporting to the P3 project development officer and would collaborate closely with other team members.

**The position and supervision:**

The Associate Project Development Officer working under the direct supervision of a P3 Project Development Officer will play an important supporting role in researching, developing, and coordinating private sector fundraising projects and proposals across a given region, theme or for specific campaigns.

The Associate Project Development Officer will support fundraisers and ensure that the fundraising activities are targeted towards UNHCR priority areas and funding gaps by reviewing data in UNHCR systems and working in close collaboration with the Desks in the Bureau(s) and field operations, guided by the P3 Project Development Officer.

The major role is to ensure the "best match" between donor interests and UNHCR priorities where there are funding gaps in response to enquiries from the PSP Network. With their own portfolio, guided by their supervisor, the incumbent will be expected to identify the "best match" between donor interests and UNHCR priorities where there are funding gaps in response to enquiries from the PSP Network. The incumbent will also under the guidance of the Project Development Officer, ensure the application of and adherence to UNHCR policies, procedures and SOPs throughout the contribution management cycle. 'Setting it up right' includes ensuring that PSP earmarked projects can be implemented, impact measured and reported on to build UNHCR's reputation as a reliable partner to support further giving.

The incumbent will have their own portfolio of responsibilities (whether a specific region, campaign, theme or specific strategic accounts) reporting to their supervisor for advice and support as required. There will be significant on the job coaching by the supervisor to enable the incumbent to assume their responsibilities, the JPO and their supervisor will work closely together as part of a task team with a defined set of responsibilities. The incumbent will be encouraged to completed blended and online trainings offered by the UNHCR Global Learning Centre (GLC) and the P3 Project Development Officer will advise the JPO which are most useful for this function, this will include programme and fundraising training. In addition the JPO will have the opportunity to participate in internal PSP Skill-share events (trainings) where colleagues from different functional teams in private sector partnerships service share their expertise. The supervisor will also advise the JPO which UNHCR policies, guidance and Standard Operating Procedures (SOPs) they should be familiar with to effectively perform their function.

The incumbent will in line with their responsibilities and guided by their supervisor, liaise with a wide range of colleagues in the PSP network, meaning PSP fundraising offices across a number of regions, and also with National Partners. The incumbent will also liaise with field operations and the HQ Regional Bureau and Divisions to scope and support private sector partnership opportunities.

## **2.2 FUNCTIONAL STATEMENT.** *Describe the accountabilities, responsibilities and authorities associated with the position.*

### **Accountability** *(key results that will be achieved)*

- PSP network provided with timely and accurate advice on funding gaps, regional priorities and programmatic entry points for targeted fundraising campaigns and projects with the private sector
- PSP network provided timely and accurate advice on the 'best match' between private sector interests and UNHCR priorities to scope viable bespoke projects for private sector funding that UNHCR can reliably implement and report on.
- Technical advice provided to PSP fundraisers preparing proactive fundraising products such as campaigns or funding packs, and appropriate clearances secured with impacted Operations, Bureau and Divisions as appropriate.
- Generic PSP fundraising materials are regularly updated to reflect UNHCR Priorities, operational developments and address funding gaps.
- Strategic, complex or 'bespoke' non-standard projects funded by the private sector are fully endorsed by the receiving operation, bureau or division to ensure it is "set up right" for success.
- Strategic or higher risk projects are identified and monitored to ensure the experience is a success for both the donor and UNHCR.
- Successful logistical coordination of donor missions on behalf of the PSP Network, with strategic fundraising value of the mission clearly articulated by PSP staff, and supported by receiving Operations.

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

- Keep abreast of UNHCR's operations in geographic and thematic areas of responsibility to ensure that PSP proposals are accurate, up to date and in line with UNHCR Priorities and key messages.
- Use UNHCR systems and information management tools to access programme information on UNHCR Operations (budgets, performance and impact indicators, narratives) as well as stories photographs and interviews for donor proposals and reports.
- Regularly review funding gaps data for geographic or thematic area of responsibility to ensure new proposal and existing proposals are within OL (UNHCR Priorities) and address funding gaps.
- Engage with Bureaux and Divisions as per portfolio of responsibilities to define funding priorities for specific operations and themes for private sector fundraising.
- Advise the PSP Network on material already available that matches donor needs in response to enquiries, and refresh and update where appropriate
- With guidance from supervisor, provide technical support and advice to the PSP Network including to National Partners with provide practical programming and operations management solutions to optimise fundraising opportunities with the private sector for standard requests.
- With guidance from supervisor, provide support to ensure strategically valuable, complex or non- standard projects are endorsed by the Bureau, Operations and Divisions, as the unit is main port of entry for PSP with the Bureaux and Divisions on behalf of the PSP Network.
- Provide support for donor missions where there are clear fundraising goals, engage with the Bureaux and Operations for their support

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

- In consultation with supervisor, strive for broad earmarking and multi-year funding with OL, and advise fundraising on appropriate scope of narrative, impact and financial reporting in line with UNHCR's capacity to deliver.
- Ensure enquiries from the PSP Network are responded to in line with UNHCR SOPs, policies and procedures that impact fundraising throughout the contribution management cycle.
- In consultation with supervisor, seek appropriate clearance with field Operation, Bureau or Division of non-standard narrative, impact and financial reporting requirements to ensure project activities proposed can be easily monitored and reported on in line with UNHCR system capabilities.
- Facilitate clearance of donor agreements by LAS and DFAM where standard agreement not used.
- Track key donor contributions, monitoring of use of contributions and take necessary action to satisfy donor requirements.
- Facilitate donor missions and briefing in coordination with relevant technical and field colleagues, to support the PSP Network.

**2.3 REQUIRED COMPETENCIES**, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.)

<u>Code</u>	<u>Managerial Competencies</u>	(Max. 4)
1. <input type="checkbox"/> M001	Empowering and Building Trust	
2. <input type="checkbox"/> M002	Managing Performance	
3. <input checked="" type="checkbox"/> M003	Judgement and Decision Making	
4. <input type="checkbox"/> (M004)	Strategic Planning and Vision ( <i>Not applicable to JPOs</i> )	
5. <input type="checkbox"/> (M005)	Leadership ( <i>Not applicable to JPOs</i> )	
6. <input checked="" type="checkbox"/> M006	Managing Resources	

<u>Code</u>	<u>Cross-Functional Competencies</u>	(Max. 3)
1. <input checked="" type="checkbox"/> X001	Analytical Thinking	
2. <input type="checkbox"/> X002	Innovation and Creativity	
3. <input type="checkbox"/> X003	Technological Awareness	
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution	
5. <input checked="" type="checkbox"/> X005	Planning and Organizing	
6. <input type="checkbox"/> X006	Policy Development and Research	
7. <input type="checkbox"/> X007	Political Awareness	
8. <input checked="" type="checkbox"/> X008	Stakeholder Management	
9. <input type="checkbox"/> X009	Change Capability and Adaptability	

## **2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE**

**REQUIRED.** Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

**EDUCATION/QUALIFICATION:** University degree in Development Studies, Economics, Business Administration, International Relations, Communications, Finance, Social Sciences. English essential

**WORK EXPERIENCE:** 3 years of work experience, (or Master degree and 2 years of work experience).

### **SKILLS:**

Project Management Experience

Experience of humanitarian work in the field, or in an international organization would be a valuable asset

Strong numeracy skills comfortable working with large amounts of budgetary or funding data

Excel skills

Excellent verbal communication and negotiation skills

Strong analytical skills

Adaptability, flexibility and able to establish and maintain good working relations with colleagues of different national and cultural backgrounds

Excellent written English.

### **LANGUAGE KNOWLEDGE**

Please indicate languages required (Official UN Languages: English, French, Spanish, Chinese, Russian, Arabic)

- **Essential: English,**
- **Desirable:**

**2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES.** *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

Donor relations experience, particularly with the private sector an asset  
UNHCR programme experience, or completion of UNHCR programme training.

## **2.6 TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **TRAINING COMPONENTS:**

- **Mandatory training courses:**
  1. Basic Security in the Field (NB: needs to be retaken every 3 years)
  2. Advanced Security in the Field (NB: needs to be retaken every 3 years)
  3. Protection Induction Programme (PIP)
  4. UN Course on Harassment, Sexual Harassment and Abuse of Authority
  5. Orientation to IPSAS

- **Recommended training courses**

*Please indicate at least 1-2 training courses relevant to the particular JPO function, available through Learn & Connect platform.*

UNHCR Results Based Management

Programme Management Training - level 1 (PM1) blended learning programme

**LEARNING ELEMENTS**

*Please indicate what the incumbent will learn during the assignment, defined in measurable results through applied skills or demonstrated competencies and specified per year.*

In PSP, the incumbent will obtain a good overview of all UNHCR operations and understand the functioning of the organization and interaction both within PSP and across the regions, as well as with UNHCR Operations in the field and HQ Bureau and Divisions to support PSP fundraising objectives. The incumbent will participate in ongoing training activities of the Service on fundraising and work closely with the PSP Network and UNHCR field operations, providing fundraising support.

On the job training/familiarisation with:

- UNHCR contribution management cycle, UNHCR budget structure, UNHCR results framework, UNHCR Operations cycle, and UNHCR Operational Priorities with on the job training from supervisor and self-study of UNHCR policy and procedure related to fundraising.
- Use of the UNHCR systems and tools for programming and contribution management
- Fundraising metrics and data and use of UNHCR tools to review funding gaps
- Understand UNHCR resource management procedures in relation to the absorption of additional private sector funding

Learning elements:

- Strengthen technical programming and private sector fundraising skills through: understanding donor needs, identifying best match between donor interests and UNHCR priorities, source raw data for funding proposals from UNHCR systems and scope viable private sector proposals, prepare first draft donor proposals with budgets, ensure matches donor interest, monitor implementation of key strategic accounts to ensure on donor contributions on track, and for reporting source raw materials from UNHCR systems and the field for narrative, budgetary and impact indicators, to show results of contribution in line with UNHCR's commitment to private sector partner.
- Understand the value and contribution of private sector partnerships in UNHCR, and importance of donor care throughout the contribution management cycle.
- Work with UNHCR budgetary and funding data in UNHCR system and be able to identify priorities (OL) and funding gaps to scope viable projects for private sector fundraising.
- Understand HQ institutional structure, and be able to engage with key staff in the Bureau and Divisions to broker projects for private sector partnerships.