TERMS OF REFERENCE

PSP Coordinator (Operations) Contractor
Global Operations Section
UNHCR Copenhagen

Project Title: Global Operations Planning & Reporting Analysis
 Organisation: UNHCR
 Job Title: PSP Coordinator (Operations)
 Duty Station: Copenhagen
 Duration: 1 August to 31 December 2018
 Contract Type: Individual Contractor
 Vacancy Notice closing date: Thursday 14 June 2018 23:59 hrs

Background info:

UNHCR, the UN Refugee Agency, is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. The work is diverse, highly challenging and requires committed, responsive and flexible staff with a high degree of motivation and professional skill.

UNHCR, the UN Refugee Agency, is seeking a PSP Coordinator (Operations) within the Global Operations Team of the Division of External Relations’ Private Sector Partnerships Service (PSP) located in Copenhagen, Denmark.

The Global Operations team within PSP coordinates the annual planning process and consolidates, analyses and reports on performance in the fundraising network. The team is responsible for managing the National Growth Fund which is the main source of investment in fundraising programs. The Global Operations team supports the PSP network of offices and National Partners in monitoring implementation and the fundraising performance. The PSP Coordinator (Operations) will assist with reporting, supporting the collaborative platforms, analytical assignments as well as administrative tasks.

Reporting to the Associate PSP Officer (PaCo), Global Operations, the PSP Coordinator (Operations) will act as one of UNHCR’s focal points for conducting reporting and analysis for the UNHCR’s PSP Global Operations unit and network.
Duties and Responsibilities:

Under the overall supervision of the Associate PSP Officer (PaCo), the PSP Coordinator (Operations) will:

- Support on the creation of quality financial reports and communications materials to increase the understanding of PSP work and contribution to the overall funding of UNHCR’s activities;
- Maintain and manage the PSP Collaboration Platform to ensure effective and efficient collaboration and coordination on key PSP processes such as planning and reporting;
- Support to ensure Global Operations regular updates are maintained and accessible across the PSP network and for other stakeholders;
- Support the PSP Global Operations team in enhancing and finalizing key guidance documents, SOPs and relevant data analysis for reporting, fact sheets etc.;
- Perform other related tasks and duties as required.

Outputs will be measured according to the delivery of aforementioned products according to the agreed delivery date e.g. quarterly, in line with meeting timeline, task timeline etc.

Impact will be determined by the increase in quality factsheets and reports as well as the level of engagement from the SharePoint tools the consultant is responsibility for maintaining.

Performance indicators will be determined according to a detailed work plan to be developed at the start of the consultancy in line with agreed outputs and deliverables according to a set timeline.

Essential Minimum Qualifications and Professional Experience Required:

Education

- Possess an advanced university degree in any of the following: Political or Social Sciences, Economics, International Relations, Business Administration, or a related discipline;

Job Experience and skills

- Previous relevant work experience in a non-for-profit organization and/or UN organisation is required;
- Exposure to and knowledge of UN system, preferably with UNHCR or another UN Agency, with particular focus on financial reporting and communications preferred;
- Computer proficiency: advanced experience using Microsoft Office Suite, SharePoint and other web-analytical tools (additional web-based computer knowledge is an asset);
- Proven ability to work independently and effectively, and handle multiple priorities in a fast-paced environment;
- Excellent analytical, research, writing, organizational skills and time management skills;
• Attention to details, problem-solving ability and strong follow-up skills
• Proven ability to manage confidential information
• Experience working in a multi-cultural environment
• Good interpersonal skills and a keen team player

Language

• Written and Spoken fluency in English (required)
• Second UN language preferred

Location:

• The Consultant will work from Copenhagen.

To Apply:

Interested applicants should submit their letter of motivation and Personal History Form (P11), including testimonials/degrees/certificates to DENCOCMUHR@unhcr.org indicating “PSP Coordinator (Operations) Contractor” in the subject of the email.

P11 forms are available on www.unhcr.org/recruit/p11new.doc

The deadline for applications is Thursday 14 June 2018

Issued on 31 May 2018