



UNHCR

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

VACANCY NOTICE

Associate Private Sector Partnerships Officer, Private Sector Partnerships Service (PSP) UNHCR Copenhagen, Denmark

Do you want to work with private sector partnerships and fundraising for UNHCR, the UN Refugee Agency, in Denmark? We are seeking two experienced new colleagues to further deepen our growing collaboration with leading Danish foundations, companies and individual philanthropists. UNHCR needs the support and commitment of the Danish private sector in strong partnerships that can contribute to creating solutions at a time when we are facing a global refugee situation of historic scope. Based in the UN City of Copenhagen, which houses several of UNHCR's key global functions, you will become a key player in this exciting work. You will create results that have an impact on one of the most urgent global agendas and have a unique opportunity to strengthen your competencies and professional network with leading international experts in a dynamic workplace.

Title: Associate Private Sector Partnerships Officer (PPH) (2 positions)

Vacancy No: CPH/VN/2022/029

Duty Station: Copenhagen, Denmark

Duration: Until 31/12/2022 (with the possibility of extension)

Contract Type: UNOPS Local Individual Contractor Agreement, LICA-9

Closing Date of Applications: 15 June 2022 Midnight CET

General Background

Established in December 1950, UNHCR is mandated to lead and coordinate international action to protect and assist refugees. In more than seven decades, UNHCR has helped more than 68 million people restart their lives. Today, UNCHR staff in more than 130 countries

continue to help and protect millions of refugees, returnees, internally displaced and stateless people.

UNHCR has relocated several key functions from our Headquarters in Geneva to UN City in Copenhagen, including UNHCR's Private Sector Partnership Service (PSP), which supports UNHCR's growing engagement with the private sector in all regions of the world. This is a high priority area as we face a historic refugee crisis; and financial support and strong engagement of the general public and the private sector is more critical than ever before.

In 2018 the PSP Office covering Denmark was established. PSP Denmark is experiencing strong growth and is set to meet ambitious results in 2022 and beyond. One of our key priorities is to further accelerate the Private Partnerships and Philanthropy (PPH) program and deepen our partnerships with foundations, corporations and individual philanthropists in Denmark.

To achieve this goal, PSP Denmark is hiring two Associate Private Sector Partnerships Officers to manage and further develop a number of key strategic partnerships with large foundations and corporates in Denmark. We are seeking two dynamic, skilled and experienced team players who will contribute to our ambitious goals of deepening and expanding strategic partnerships with foundations and corporates in the key thematic areas of refugee education/livelihoods, health and climate, which have been identified as growth areas.

The two new colleagues are expected to work closely with the entire PSP Denmark team, as well as with the PSP Headquarters team (primarily based in Copenhagen), the PSP Europe team, as well as the relevant global technical teams and the global PSP network as required.

UN City currently hosts 11 UN organizations with 1,500 staff representing more than 100 nationalities.

Purpose and Scope of Assignment

Reporting to the Head of PSP Denmark, the tasks of the Associate Private Sector Partnerships Officers (PPH) will be the following:

- Act as the Account Manager for existing partnerships with major foundations and corporates and ensure strategic direction, relationship management, reporting, partnership communication as well as day to day account management, including internal and external administrative steps.

- Further deepen new and existing networks with the aim to establish strategic partnerships with key foundations, corporates and individual philanthropists within the thematic areas of refugee education/livelihoods, health and climate.
- Identify, draft and present compelling proposals to potential donors and partners, in close collaboration with global PSP colleagues, relevant global technical teams and select UNHCR field operations.
- Organize events for PPH partners and prospects.
- Ensure compelling partnership and thematic communication on UNHCR's digital channels in Denmark as well as written material, as relevant, in close collaboration with regional and global communication teams.
- Perform any other related duties and tasks as required.

Essential Minimum Qualifications and Professional Experience Required

a. Education

- Degree in, International Relations, Political Science, Communications, Development Studies, Marketing/Business Administration or a related field.

b. Work Experience

- Minimum 3 years of relevant work experience with Undergraduate degree (equivalent of a Bachelor's) or 2 years relevant work experience with Graduate degree (equivalent of a Master's); or 1 year relevant work experience with Doctorate degree (equivalent of a PhD);
- Relevant work experience and proven track record with private sector fundraising and/or partnership management relating to corporations, foundations and/or individual philanthropy in a not-for-profit organization, international organization, large corporate, foundation or similar;
- Substantial experience in complex account management and capacity to balance the needs of multiple stakeholders to achieve mutual benefit;
- Solid experience within the fields of corporate social responsibility, ESG criteria, the UN Sustainable Development Goals, philanthropic trends, strategic networking, stakeholder management and strategic communication;
- Access to a network of contacts at senior management level within corporates, foundations and the wider business community in Denmark;
- Proven experience in preparing and developing plans for further partnership growth

- and reaching targets;
- Experience in managing partner visibility as well as joint partnership advocacy and communication opportunities;
 - Experience with managing complex internal processes;
 - Experience with organizing events and high-level meetings.

c. Key Competencies

Required

- Fluency in English and Danish;
- Strong understanding of the Danish fundraising and partnership environment;
- Strong representational skills;
- Attention to detail, high accuracy and results oriented;
- Excellent communication skills, both written and oral, and strong interpersonal skills as a team player;
- Ability to maintain strict confidentiality of donor/partner information;
- Ability to work independently and under pressure.

Desirable

- Previous experience working within UNHCR, another UN organization or a humanitarian NGO;
- Knowledge of key thematic areas – refugee education/livelihoods, public health in humanitarian settings and/or climate related aspects of forced displacement.
- Knowledge of UNHCR programs and activities at field level.

Location and Conditions

The successful candidate will be based with the team in the UN City in Copenhagen, Denmark. The position is a full-time role with 40 working hours per week. The start date is to be determined in accordance with the measures adopted by the Danish government and the guidance of UNHCR regarding the COVID-19 situation.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

A written test might be included in the recruitment process.

To Apply

Interested candidates should apply online through the [MSRP Portal](#) with a Letter of Interest

- **Job Opening ID 37150:** Associate Private Sector Partnerships Officer (PPH)

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

For any technical problems encountered during the on-line application, please contact the Global Service Desk at HQUSSD@unhcr.org by allowing sufficient time for the resolution of issue. For any other queries, please contact dencocmuhr@unhcr.org.

The deadline for applications is **15 June 2022 at midnight (CET, Central European Time)**.