



UNHCR

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

Vacancy Notice

Associate Private Sector Partnerships Officer (PPH), LICA 9 (UNOPS)

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 looking for an experienced new colleague to join our team and further deepen our growing collaboration with some of Denmark's biggest foundations and corporates. At a time when more than 100 million people have been forced to flee their home, UNHCR needs the support and commitment of the Danish private sector in strong partnerships that can contribute to creating solutions for refugees. Based in UN City in 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)

Duty Station: Copenhagen, Denmark

Contract Type: Local Specialist, LICA-9

Duration: contract until 31 December 2022 (renewable yearly contract)

Application start date: 19 September 2022

Application closing date: 09 October 2022

Organizational context

Established in December 1950, UNHCR is mandated to lead and coordinate international action to protect and assist refugees. During more than seven decades, UNHCR has helped more than 84 million people restart their lives. Today, UNHCR 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: Europe, MENA, Americas, Africa and Asia. 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.

This position sits within UNHCR's Private Sector Partnerships team in Denmark, established in 2018 and covering both individual giving and partnerships with foundations and corporates. PSP Denmark is experiencing strong growth and is set to meet ambitious income targets in 2022 and beyond. One of our key priorities is to further accelerate the Private Partnerships and Philanthropy (PPH) programme and expand and deepen our partnerships with foundations, corporates and individual philanthropists in Denmark.

To achieve this goal, PSP Denmark is hiring an experienced Associate Private Sector Partnerships Officer to manage and further develop a number of key strategic partnerships with large foundations and corporates in Denmark.

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

The position

We are seeking a dynamic, skilled and experienced team player who will be a key part of the PSP Denmark team, focused on the PPH programme. The full team currently consists of 7 highly dedicated colleagues. We work in a very informal and collaborative manner with high focus on flexibility and trust. UNHCR is experiencing strong interest from leading foundations and corporates in Denmark, and you will be able to take deep-dives into some of the strong value propositions that UNHCR offers – within climate solutions, WASH, education, livelihoods, health, emergency response, protection, ICT and connectivity, innovative financing and much more.

The selected candidate will also work closely with the PSP Headquarters team (primarily based in Copenhagen), the PSP Europe team, as well as relevant global technical teams as needed.

Scope of assignment

Reporting to the Head of PSP Denmark and working closely with the rest of the PPH team, the tasks of the Associate Private Sector Partnerships Officer (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 grow and deepen existing partnerships with key foundations and corporates;
- Build new relationships with key foundations, corporates and individual philanthropists with the aim to establish new strategic partnerships;
- 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 existing donors, partners and prospects;
- Ensure compelling partnership and thematic communication on UNHCR's digital channels in Denmark, 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

The ideal candidate will be required to have:

- Degree in International Relations, Political Science, Communications, Development Studies, Marketing/Business Administration or a related field;
- Minimum 3 years of relevant work experience with an Undergraduate degree (equivalent of a Bachelor's); 2 years relevant work experience with a Graduate degree (equivalent of a Master's); or 1 year relevant work experience with a Doctorate degree (equivalent of a PhD).

Essential:

- Solid work experience and proven track record with private sector fundraising and/or partnership management relating to corporates, foundations and/or individual

philanthropists 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, 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 income generation, as well as achieving set targets;
- Experience in managing partner visibility as well as joint partnership advocacy and communication opportunities;
- Experience with organizing events and high-level meetings;
- Experience with managing complex internal processes;
- Strong understanding of the Danish fundraising and partnership environment;
- Strong networking and representational skills;
- Excellent communication skills, both written and oral, and strong interpersonal skills as a team player;
- Attention to detail and results oriented;
- Ability to work independently, prioritize competing tasks and work under pressure;
- Fluency in English and Danish.

Desirable:

- Previous experience working within UNHCR, another UN organization or a humanitarian NGO;
- Knowledge of UNHCR programmes and activities at field level;
- Knowledge of key thematic areas, such as emergency response, refugee education and livelihoods, and climate related aspects of forced displacement.

Location

The successful candidate will be based with the PSP Denmark team located in UN City in Copenhagen, Denmark.

Conditions

The position is associated with a yearly contract, valid until the end of the year, with possibility of renewal on yearly basis. It is a full-time role, from Monday to Friday (40 hours per week).

The salary is in line with the local UN NO Salary scale.

Special note:

Recruitment is subject to proof of vaccination against Covid-19 by a vaccine that is approved by WHO, unless the candidate is based in a location with documented lack of access to COVID-19 vaccines.

To apply

Interested applicants should submit their letter of motivation (mandatory), duly updated (with all work experience) and signed Personal History Form (PHF, mandatory), and CV (optional) to hqpsphr@unhcr.org indicating “**Associate PPH Officer - Denmark**” in the subject of the email.

For further questions on the content of the job, you may contact the Head of PSP Denmark, Ms. Eva Raabyemagle at raabyema@unhcr.org.

Accepted Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

Only short-listed applicants will be contacted. A written test and interview will be included in the recruitment process.

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, color, sex, national origin, age, religion, disability, sexual orientation and gender identity.