



UNHCR

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

VACANCY NOTICE

Private Sector Engagement Officer

UNOPS Local Individual Contractor Agreement

Private Partnership and Philanthropy (PPH) Section,

UNHCR Copenhagen

Title: Private Sector Engagement Officer

Vacancy No: CPH/VN/2024/002

Duty Station: Copenhagen, Denmark

Contract Type: UNOPS LICA-10

Duration of Contract: As soon as possible, until 31 December 2024 (with possibility of extension)

Application Closing date: 12 February 2024, Midnight CET

General Background

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. The Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources for refugees from the private sector. UNHCR has a fundraising strategy in place for 2018-2025. To achieve the ambitious objective of bringing new resources to the organization, the Private Partnership and Philanthropy (PPH) section of PSP develops and strengthens long-term partnerships with companies, foundations, and high-net worth individuals. This includes leveraging the capacities of this segment to build long lasting partnerships that goes beyond resources but expands to advocacy, communications, marketing, and public engagement. UNHCR's Global Communication Strategy identifies the private sector as one of the key partners to achieve the three objectives of: leading the narrative, generating empathy, and mobilizing action.

The Private Sector Engagement Officer is the focal point at PSP for content related to private sector partnerships and philanthropy and reports to the Senior Private Sector Engagement Officer in the PPH section. S/he will contribute to the development and implementation of content strategy with an eye to strengthening online communications, brand awareness and public engagement for UNHCR's partnerships with corporates, foundations and high net-worth individuals (HNWI). This entails identifying appropriate stories, messages, formats, platforms, and partners in line with the key priorities and audiences for the Division of External Relations (DER).

This content support and leadership will enable private sector fundraisers to cultivate, grow, and strengthen existing partnerships - to deliver increased resources to UNHCR's budget. The incumbent will work closely with the colleagues in the Global Communications and other key stakeholders across DER such as Crisis Communications, Media and Brands Unit. The

incumbent will also work closely with the Regional Bureaus, External Engagement Pillars, and Field colleagues to ensure close coordination on private sector communications and engagement.

Duties and Responsibilities

- Contribute to the planning, development and management of top-notch communications that maximizes engagement and visibility for UNHCR's partnerships with corporates, foundations, and high-net worth individuals, for use on multiple communication channels.
- Support PPH account managers and PSP markets in building solid stewardship plans aimed at increasing engagement of existing donors, stretching donation to their effective capacity, and ensuring that they will remain loyal to the organisation in the long term.
- Coordinate content development, production, and distribution in close coordination with UNHCR's communication teams, content teams, and collaboration with PPH account managers – this includes the planning and coordination of content missions for partnerships.
- Manage the re-packaging, writing, editing, and commissioning of content and assets, including those submitted by field communication staff and others, for dissemination via UNHCR and UNHCR's private partners.
- Maximise visibility opportunities for UNHCR by pursuing opportunities arising from the interaction with influent/affluent donors/prospects.
- Support leading the team's strategy to strengthen and grow UNHCR's presence in business media, including with the development of content and assets.
- Ensure frequent and regular news outputs for UNHCR's private sector partnerships, including briefing notes, press releases, fact sheets, press lines, 'if-asked' guidance notes, social media outputs, etc. for the partnerships and issues under area of responsibility - working closely with account managers, country and regional public information staff, subject experts, etc.
- Ensure innovative and creative approaches to ensure UNHCR's competitive advantage. Assess viability of new ideas and initiatives as they arise.
- Produce talking points, messages, background information and context, for sharing across UNHCR's global offices, PSP markets, and with the UNHCR regional and field communicator network.
- Ensure consistency and alignment with UNHCR's global advocacy and communication strategies in high-level messaging and communications about UNHCR's private sector partnerships.
- Ensure highest standards of accuracy and editorial content in all external outputs.
- Build trusted, effective relationships with colleagues in the PSP network, Division of External Relations, bureaux, and field colleagues.
- Provide induction, training, and any other requested assistance to PPH fundraisers in PSP markets.
- Perform other related duties as required.

Monitoring and Progress Controls

- PPH and PSP markets are supported in the planning, development and implementation of strategic communication workplans aimed at maximizing engagement and visibility for UNHCR private sector corporate, foundations and high-net worth individuals.
- Content development, production and distribution coordinated (including planning/coordinating of content missions) in collaboration with communication teams, content teams, and PPH/PSP markets.
- PPH and PSP markets supported with writing, re-packaging, editing, dissemination of content and assets for dissemination via UNHCR and UNHCR private sector partners.
- Effective working relationships developed with relevant internal and external stakeholders including sensitivity and respect for diversity.
- Provide PPH comms-related training and assistance to PPH fundraisers as part of strengthening markets/bureaux's capacity

Minimum Qualifications

Education & Professional Work Experience

a. Education

Field(s) of Education

*Marketing, Communications, Journalism,
Political Sciences, Public Information, International Relations,
Economics, Business Administration/Management,
or other relevant field.*

b. Work Experience

6 years of relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree.

Essential

Minimum 6 years of relevant job experience in communication, media, journalism, fundraising, external relations, donor relations, or advocacy. Experience in writing, re-writing, headline-writing, and editing, including the ability to produce high quality written materials tailored to specific audiences/markets on tight deadlines. Experience in drafting and reviewing Op-eds, messages, talking points. Strong understanding of the international global media environment. Strong knowledge of UNHCR operations, mandate, and global affairs. High level tactical communications and strategic communications expertise. Grounded knowledge of the UN's refugee and related human rights frameworks, conventions, and treaties.

Desirable

Thorough knowledge of UNHCR operational arrangements, its relief and protection programmes, the funding needs, and priorities.

Language Requirements

Knowledge of English and/or UN working language of the duty station if not English.

Eligibility

Your application will NOT be considered if the online application form is not duly filled.

Colleagues in the Local category are recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country.

Location and Conditions

The successful candidate will be based in Copenhagen, Denmark.

Shortlisted candidates might be required to sit for a written test. Only shortlisted candidates will be notified. No late applications will be accepted.

Please note that UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, training or any other fees).

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

To Apply

Interested applicants should submit their letter of motivation and online application [UNHCR Recruitment Platform](#) (search JR2435716)

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.

The deadline for applications is **12 February 2024 at midnight (CET, Central European Time)**.