



UNHCR

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

Job Announcement

Engagement Officer

Post Title:	Engagement Officer
Location:	Dubai, United Arab Emirates
Reporting to:	Private Sector Partnerships Officer, Mr. Omer Elnaeim
Contract/Level:	International - Specialist ICA, UN Level P3
Section/UNIT:	Private Sector Partnerships
Duration:	Initially through 31/12/2019, renewable
Annual Salary:	8,000 – 9,000 USD monthly lump sum, based on years of experience and education

General Background

The Private Sector Partnerships (PSP) unit of UNHCR in the MENA region continues to grow in size, reflecting the annual increase in awareness, fundraising, advocacy and partnership activities. This comes as a result of the increasing income targets for PSP MENA, projected to reach 80M USD by 2025.

The Private Sector Partnership (PSP) unit of UNHCR is in need of an Engagement Officer to work closely with the Campaign and Advocacy Officer and lead the strategic support to acquire new partners and retain existing ones by developing well thought out engagement initiatives and strategic campaigns that serve the interests of UNHCR and the partnering entities, which include High Net worth Individuals (HNWIs), Corporations and Foundations.

He/she will play a crucial role in understanding and achieving the regional PSP potential and actively work on the development of long-term cultivation and engagement plans for partners. This is an excellent opportunity for a Fundraising/Sales/Marketing professional with a hunger for results and a personality that can build long lasting beneficial relationships with key market players in the MENA region.

You will have the opportunity to build on your proven leadership skills and leverage your interest in inspiring others, build strong relationships, and create a true following.

Purpose of Role / Primary responsibilities

The Engagement Officer will be responsible for delivery in the following areas:

- Develop a Public Engagement Plan ensuring it is effective, measurable and involves UNHCR's key private sector partners and donors including media agencies, contractors to increase UNHCR visibility and to support UNHCR campaigns.
- Lead and manage relations with existing partners, private sector partners in the field of media and communications contractors and suppliers;
- Identify opportunities to create new initiatives to engage the public, partnering with external bodies to increase UNHCR's brand awareness and reach so as to enhance public engagement with UNHCR's brand and campaigns.
- Support PSP fundraising objectives and strengthen brand awareness in the region.
- Identify and produce products and materials for specific fundraising campaigns as well as engagement opportunities with partners and donors (including prospects).
- Contribute to the development and execution of a communication and branding strategy to engage donors, partners and to increase awareness and promote a better understanding of UNHCR and refugee issues.
- Development of PSP Zakat initiative communications strategy in the MENA region.
- Encourage and support the involvement of the team by using volunteer activities and training workshops, working with PSP regional groups networks and individual institutes.
- Conduct regular evaluation of PSP reach and the success of campaigns and events, focusing on particular audiences is carried out.
- Manage the Grant scheme and the public engagement budget, with support from managers.
- Represent PSP at external meetings and events which may involve national travel and occasional weekend working.
- Develop training resources to support PSP in public engagement activities
- Work on the preparation of annual budget.

Monitoring and Progress Controls

- A comprehensive strategy is developed and implemented to increase private sector funds in the UAE and other countries under area of responsibility.
- Implementation of agreed upon campaigns and PSP engagement strategies.
- Increase UNHCR brand visibility and familiarity in the UAE and the GCC.
- Delivery of UNHCR Zakat communications initiative.

Profile

- 8 years previous relevant work experience (6 years with advanced university degree) with 5 years private sector fundraising experience in a not-for-profit organisation or an international organisation or a marketing/fundraising consultancy firm in UAE.
- Proven digital skills with experience of working across multiple digital channels
- Proven written and communication skills
- Experience of developing innovative and engaging public engagement campaigns and in measuring the success of those campaigns
- Experience with dealing with media partners and press.

- Good knowledge of humanitarian assistance and UN environment
- Strong Project management skills

Education and Qualifications

- University Degree (BA) in Communication, Economics, Business Administration, Marketing, or other related fields.

Languages

- Fluency in English, and Arabic, both written and spoken.

Key Competencies

- Strong management and organisational skills.
- Excellent time management skills and ability to meet deadlines.
- Good interpersonal skills and ability to work as part of a team, as well as independently.
- Flexible and able to work in a dynamic and diverse environment
- High client orientation, networking and relationship-building skills
- Strong analytical and problem-solving skills
- Excellent negotiation skills
- Good written and oral communication and interpersonal skills

How to Apply

To apply for the post, please email a letter of application stating the skills and approach that you would bring to the post, and your suitability for this role, along with your CV/resume (no photos) in English in strict confidence to Karem Armstrong at karem@darylupsall.com.

Please ensure that they are emailed as Word or PDF documents with the titles “*your name cover letter*” and “*your name CV*”. Please put “*UNHCR – Engagement Officer*” in the email subject line and state how you found out about the job announcement.

Deadline for applications: Sunday 7th April 2019

UNHCR aims for workforce diversity at all levels and encourages qualified women and persons with disabilities to apply.

PLEASE NOTE: There will be a two-stage application process which means that candidates that fully meet the criteria above will be subsequently asked to complete a further online process within the UNHCR recruitment system