



UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Id 1691285333361920

VMAM Id 1691285333361920

Opportunity Type (Online/Onsite) Onsite

Opportunity Title EXTERNAL RELATIONS SPECIALIST

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Host Entity	UNRWA
Country of Assignment	Palestine
Duty station	East Jerusalem,
Volunteer Category	International UN Volunteer Specialist
Number of UN Volunteers	1
Duration	24m
Possibility of Extension	No
Expected Start Date	10/01/2022
Sustainable Development Goal	17. Partnerships for the goals
Disabilities	No

DOA Details

Organisation mission and objectives UNRWA is a United Nations agency established by the General Assembly in 1949 and is mandated to provide assistance and protection to a population of some 5 million registered Palestine refugees. Its mission is to help Palestine refugees in Jordan, Lebanon, Syria, West Bank and the Gaza Strip to achieve their full potential in human development, pending a just solution to their plight. UNRWA's services encompass education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance. UNRWA is the largest UN operation in the Middle East with some 28,000 staff.

Assignment context UNRWA is funded almost entirely by voluntary contributions from government (public) donors. Funding has however not kept pace with a growing refugee population and increased needs, which has resulted in recurrent financial deficits that threaten the ability of the Agency to provide critical services to Palestine refugees. The Department of External Relations (ERD) is responsible for raising funds for the entire Agency. UNRWA Fundraising Teams are based in Jerusalem and Amman. UNRWA is seeking a qualified junior expert to join the team in Jerusalem in mobilizing additional resources for the Agency, specifically from government donors from Asian countries, in light of substantial financial challenges.

Task description

Within the delegated authority and under the supervision of Senior External Relation Projects Officer (SERPO) or his/her designated mandated representative(s), the UN Volunteer will:

1. Assist in the development and maintenance of Donors portfolios, including multilateral platforms
 - Monitor key political, economic, and social trends in a targeted donor countries/multilateral platforms;
 - Conduct research on the foreign aid system of donor countries and advise S/ERPOs on ways to integrate this knowledge into fundraising strategies;
 - Update key donor tools (ex. dashboards, annual country plans, intelligence reports, etc); and
 - Coordinate intra and inter-department dissemination of data and information relevant for fundraising and advocacy activities;
 - Research potential new donors;
2. Support S/ERPOs in developing and maintaining relationship with donors
 - Assist S/ERPOs with drafting official correspondence as well as other outreach materials;
 - Provide talking points, briefing documents and presentations for senior management;
 - Liaise with Field Offices, Programme Departments and donors in the preparation of concept note, proposals, and reports;
 - Accompany CG, D/ERD, D/D/ERC, S/ERPO, etc to donor meetings and ensure timely follow-up with the donor on meeting items;
 - Coordinate donor visibility, including press releases;
 - Re-package and disseminate (and develop where required) marketing and fundraising materials (include briefs, stories, and the like) for existing and new donors;
 - Communicate with donors on projects and program updates, as directed by SERPOs;
 - Liaise with the Finance Department and the Programme Directors to verify information and clearances of proposals for submission to donors;
 - Provide guidance to Field Offices and Headquarters Departments to enhance the quality of proposals and report writing;
 - Liaise with S/ERPOs to identify bilateral visits for the CG as well as attendance at multilateral events;
3. Assist in the rollout and tracking of the 2022-2023 Donors Engagement Strategy a. Contribute to the implementation of ERD’s fund-raising strategy by gathering intelligence on selected donors; developing and strengthening contacts with donors at capital and local level as requested by SERPOs; exploring and undertaking resource mobilization initiatives; contributing to fund-raising documents including appeals and Department’s reports; b. Manage the donor Calendar of Events in specific areas, ensuring the document is regularly updated and circulated to key Agency actors; c. Work with S/ERPOs to develop background documents and outreach tools as needed for the strategy;

Eligibility Criteria

Age 27-80

Nationality INTERNATIONAL

Additional eligibility criteria This assignment is funded by JICA, therefore only former Japan Overseas Cooperation Volunteers (JICA-JOCV) who could get recommendation by JICA-JOCV Secretariat are eligible to apply. Please check your application eligibility on the JICA website (https://www.jica.go.jp/volunteer/obog/career_support/unv/index.html). The assignment is planned to start October/November 2022.

DOA Requirements

DOA Requirements

Required education level Bachelor degree or equivalent

Area(s) of specialisation Master's Degree from an accredited educational institution in political science, international relations, business or public administration, law, economics, development or humanitarian studies or a related discipline;

Required experience

Required experience 3

Required skills and experience

• At least 3 years' experience including fundraising, project management, political analysis or a related field; • Excellent command of written and spoken English, incl. strong oral and written skills; excellent drafting, formulation, reporting skills
DESIRABLE QUALIFICATIONS • At least one year of international experience outside one's home country working for an international NGO or UN agency on fundraising would be viewed favorably; • Knowledge of UN system and/or humanitarian/development assistance programs; • Command of one other official language of the United Nations.

Language

Language	Language skills	Language requirement
English	Fluent	Yes

Area of Expertise

- Legal affairs
- Business management

Driving license required

No

Type of driving licenses

Competencies and values

• Ability to plan and prioritize the work under tight deadlines and handle multiple concurrent activities; • Positive attitude and strong analytical, interpersonal and communication skills; • Proven ability to exercise initiative; • Proficiency in using computer applications, including Excel, MS word, and power point.

Other information

Living conditions and other remarks

Jerusalem is a family duty station. It is currently at UNDSS security level moderate. As is the case for UN staff and partners, the UNV will make his/her own arrangements for housing and transportation to and from work. International UN personnel rent furnished or unfurnished apartments found using agents or by word-of-mouth through colleagues. Personnel in Jerusalem and its vicinity usually use their own cars or public transportation. Internationals who want to arrive or leave the country can either enter through Queen Alia International Airport in Amman, Jordan, and cross King Hussein/Allenby Bridge or Ben Gurion Airport in Tel Aviv, Israel. Travel into the West Bank is only permitted in a UN vehicle with a UN driver and no overnight stays are permitted except for at locations cleared by UNDSS. Travel into Gaza is only permitted in an armoured UN vehicle with a trained driver. Overnight stays in Gaza are strictly confined to an approved, secure hotel. Jerusalem has a Mediterranean climate with hot, dry summers and short, wet, cool winters; temperature and rainfall vary depending on altitude and location. The Palestinian dialect is common to Egypt, Jordan, Lebanon, Syria and parts of Iraq. In Jerusalem, both English and Hebrew are also common. The Israeli shekel (NIS) is the currency of the occupied Palestinian territory and Israel. The time zone is GMT +2 hours. The health care sector is divided into public and private health services. The public health service is accessible to all. Better health services can be found at private clinics and hospitals, which are spread out mainly in larger cities. Sophisticated medical care, including for children, is available throughout Jerusalem. Primary and secondary education is available for the children of international personnel in Jerusalem, which include schools such as the Anglican International School of Jerusalem and the Lycée Français de Jerusalem. There are different mobile service providers in Palestine. Partner is the Israeli phone company used by most UN Agencies in Jerusalem. For West Bank and Gaza strip, the Palestinian company Jawwal is also available. In some areas in the West Bank and in the whole Gaza Strip, partner does not have coverage and Jawwal is necessary to ensure communication. Incoming phone calls from most of the countries in the Arab region are not possible due to the restrictions imposed by some States against Israel. Skype is the best option to communicate abroad. Palestine has a Mediterranean climate with hot, dry summers and short, wet, cool winters; temperature and rainfall vary depending on altitude and location. The Palestinian Arabic dialect is common to Jordan, Syria, Lebanon, Egypt and parts of Iraq. In Ramallah, English is also common. The Israeli shekel (NIS) is the currency of the occupied Palestinian territory and Israel. Time zone is GMT +2 hours. JPOs are granted an Israeli Multiple Entry Service Visa prior to arrival, which will not allow entrance to most of the countries in the Arab region, apart from Jordan and Egypt. Some countries provide their citizens with a second passport if they work and live in Israel to be able to travel freely in the region. Please check with your Ministry of Foreign Affairs for more information. For more information about the occupied Palestinian territory humanitarian context, see: www.ochaopt.org.
<https://www.unv.org/>