

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. BRABR/20181010**

Title of Post	Senior Donor Relations Assistant	Category/grade	General Service, G5
Location	Brasilia, Brazil	Date of Issue	15 October 2018
Effective date of assignment	15 November 2018	Closing Date	28 October 2018

Operational Context:

The Senior Donor Relations Assistant supports the Donor Focal Points in the donor group by ensuring that the recording and tracking of contributions (cash and in kind) is timely and accurate, while following up regularly to ensure that each contribution adheres to proper procedure. DRRM procedures regularly evolve and all staff must be flexible to adapt to and learn new rules.

The donor group interacts with the rest of DRRM; thus the incumbent has regular exchanges with other staff in the Service. S/he also liaises directly with Bureaux Desk Officers, Programme Associates, Treasury and Budget Section. Externally, the incumbent may have contacts with DRRM's working level counterparts at Permanent Missions in Geneva regarding meetings and some reporting issues.

Functional Statement:

Accountability

- Contributions (cash and in-kind) from government donors are promptly and accurately recorded, representing donor intents.
- Contributions are tracked with a view to monitoring payment and allocation of funds, monitoring of expenditures of funds, and to ensure reporting deadlines and requirements are met.
- The Head of the Donor Group and other Donor Focal Points receive relevant information related to contributions recording.
- Meetings with donor representatives are arranged.

Responsibility

- Prepare standard forms for funding submissions, revision requests and donor reports.
- Draft and format components of donor reports, as required.
- Assist in setting up and updating standard tracking forms on contributions, contract mapping, reporting requirements and other financial data.
- Assist in analysing the donor pledge to accurately reflect donor earmarking (including references to specific groups of beneficiaries, regional/country/sectoral earmarking, etc.) and donor conditions (such as reporting requirements, funding period, payment, etc) in the CD; as well as to ensure agreement with recording/financial procedures/policies; in this context, obtain and analyse chartfields.

- Verify accuracy and completeness of supporting documents related to a particular contribution.
- Liaise, as necessary, with Treasury, DRRM Head of Recording Unit, relevant DRRM Regional Focal Points.
- Prepare/dispatch acknowledgement/thank you letter to the donor.
- Record the donor pledge in EPM within expected timeframe.
- Prepare JPO reports in coordination with Budget Service.
- Set up and manage the filing system of all donors covered by the incumbent (Livelink and paper) and update multiple tables.
- Organise programmes of visits, meetings and the annual consultations with relevant governmental donors, as well as for donor missions to the field when required.
- Provide back-up for other Donor Relations Assistants and on particular issues for Donor Focal Points during their absence.
- Undertake any other tasks as required by the Service.

Authority

- Decide the priority of tasks.
- Raise Contribution Details (CD) in MSRP.
- Follow-up with working level counterparts at Permanent Missions on details of contributions.
- Alert Donor Focal Points when deadlines are approaching.

Essential Minimum Qualifications and Experience:

- Completion of the Secondary Education with post-secondary certificate/training in Business administration or a related field.
- Minimum 5 years of previous job experience relevant to the function.
- Fluency in Portuguese. Excellent knowledge of English.
- Knowledge of UN (specifically UNHCR) procedures is necessary.
- Excellent knowledge supported by training of MS Word, MS Excel PeopleSoft.

Desirable Qualifications & Competencies:

- Spanish-language skills.
- Knowledge of French.
- Understanding of other computer software.
- Statistical and mathematical competencies or accounting skills.
- Relevant UNHCR learning programmes such as Effective Writing.

Required Competencies:

Cross-functional:

- Analytical Thinking
- Technological Awareness
- Planning and Organizing

Eligibility:

External candidates: External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.¹

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>.

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation, updated factsheet (for internals), signed Personal History Form (for externals)** to brabrhr@unhcr.org by **28 October 2018**, with the subject line “[Vacancy notice number] SNR DONOR RELATIONS ASSISTANT, BO Brasilia”. Application files must be named with the candidate’s full name, e.g. “NAME, LAST NAME – PHF”.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

¹ Completed and relevant university education can count as maximum 50% of the required years of work experience.