

## TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

<b>Job Title</b>	<b>: PSFR Assistant (Donor Content)</b>	<b>Duty Station</b>	<b>: Jakarta</b>
<b>Level</b>	<b>: GS-5</b>	<b>Section</b>	<b>: PFP</b>
<b>Duration</b>	<b>: 364 days</b>	<b>Report to</b>	<b>: Fundraising Specialist (Individual Giving) - NOC</b>

### **ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB**

UNICEF's work in Indonesia is entirely funded by voluntary contributions, with an essential part being regular monthly contributions from almost 60,000 individual donors – our “Pendekar Anak”. An additional 10,000 donors donate one-off or repeated times over a year, without monthly commitment.

To inspire people to sign up as a UNICEF donor and to continue to inspire them throughout their journey as a UNICEF donor, we need excellent content that explains why children in Indonesia need our help – and show the difference a donor's contribution makes. This includes videos, photos, and stories, but also thank you messages, website content, customized content pieces for our business donors, etc.

UNICEF Indonesia's Private Fundraising and Partnerships team (PFP) is now recruiting an Assistant at GS-5 level to help us develop this donor content. The job will be positioned within the fundraising team, and closely work together with communications and our programmes.

### **KEY FUNCTION, ACCOUNTABILITIES AND RELATED DUTIES/TASKS**

- Develop inspiring donor communication content as per the agreed donor communication plan for both new and existing donors
- This includes full start-to-end production of material including photo and videography, as well as re-editing existing materials from other parts of the organization into a compelling narrative for donors
- In case of an emergency fundraising campaign, use existing material provided through the organization and be ready to produce additional material at short notice and under extremely tight timelines
- Archive and manage all final and raw content professionally, so they are available and accessible for office-wide use
- All content has to be developed and produced in accordance with UNICEF branding and communication guidelines, programme accuracy, consent code, as well as prevailing rules and regulations, especially when working with contractors
- Organize and coordinate any required field travel in close collaboration with the responsible field office

### **RECRUITMENT QUALIFICATIONS**

#### **Education:**

Completion of secondary education is required. Additional education background in Marketing, Advertisement or Linguistic areas is an asset.

#### **Work experience:**

- At least five years of administrative/clerical experience in the field of sales/marketing/fundraising or related fields office support work experience. A combined of content marketing / content writing / content production and experience working in / with video production agency is an advantage
- Computer literacy and the ability to effectively use standard office software tools and other office technology to create documentation, exchange and archive e-mail, and maintain electronic filing systems.
- Ability to work with minimum supervision. Ability to organize own work, set priorities and meet deadlines. Ability to handle work quickly and accurately under time constraints. Ability to work in a team environment and to support other team members to achieve common goals.
- Experience and knowledge of the UN / UNICEF operations is an asset.

**Language proficiency:** Fluency in Bahasa Indonesia and English.