

## TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Job Title	: Fundraising Assistant	Duty Station	: Jakarta
Level	: GS 5	Section	: PFP
Duration (maximum 364 days)	: 8 months	Report to	: Private Sector Fundraising Specialist
Estimated start date	: 3 March 2023		
<b>ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB</b> UNICEF is entirely funded by voluntary financial contributions. In Indonesia, we aim to raise a significant part of these from individual donors, businesses, and foundations.  The PSFR Assistant will help our fundraising team with administrative support, the preparation of researches, fundraising campaigns / events / training materials and reports, professional correspondence, etc. – an assistant role across the whole spectrum of fundraising activities, with a focus on individual fundraising especially existing donors.			
<b>KEY FUNCTION, ACCOUNTABILITIES AND RELATED DUTIES/TASKS</b> <ul style="list-style-type: none"><li>• Manage procurement for fundraising materials, including stock management, vendor selection, and quality check</li><li>• Fundraising campaigns / events / trainings materials and reports support: Preparation of donors’ material, data, scoring CS and TM recordings using prepared template, drafting FAQ, donor’s community, etc.</li><li>• Accounting and contracting support: Preparation of contract, reporting, payment, procurement, etc.</li><li>• Meeting support: Draft agendas, minutes, attendance/participant, etc.</li><li>• Logistic and administrative support: Office and other relevant software platforms, correspondence, government regulations, documents/filling/archiving, internal communication, etc</li></ul>			
<b>RECRUITMENT QUALIFICATIONS</b>  <b>Education:</b> Completion of secondary education. Skills in the operation of electronic data / word processing equipment – computer knowledge or any accounting are required.  <b>Work experience:</b> At least five years of procurement/administrative experience in the field of sales/marketing/fundraising or related fields office support work experience.  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 extract and format data and to solve operational problems. Ability to organize own and others work, set priorities and meet deadlines. Ability to organize meetings and events. Ability to handle work quickly and accurately under time constraints  <b>Language proficiency:</b> Fluency in Bahasa Indonesia dan English			