

UNITED NATIONS CHILDREN’S FUND JOB PROFILE

JOB TITLE: Private Sector Fundraising (PSFR) Assistant (Partnerships Team), Case # IDS21037, Post # 114086 JOB LEVEL: GS-5 REPORTS TO: Partnerships Specialist (NOC), Case # IDS21036 LOCATION: Country Office - Jakarta, Indonesia	JOB PROFILE NO.: _____ CCOG _____ CODE: _____ FUNCTIONAL CODE: _____ JOB CLASSIFICATION _____
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PURPOSE OF 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.

Support UNICEF Indonesia’s Partnerships team through administrative, finance/accounting, project preparation, research and back-end support. The post interacts with internal and external stakeholders.

- KEY END-RESULTS**
1. **The fundraising team runs smoothly and efficiently, thanks to excellent administrative, finance/accounting and other front- and back-end support.**
 2. **Relevant meetings, reports, and presentations are prepared in high quality and on time.**
 3. **Professional image projected through in-person interaction and discretion regarding confidential information and sensitive matters.**

- KEY ACCOUNTABILITIES and DUTIES & TASKS**
- Provide excellent support to the smooth running of the Partnerships team**
- Preparation support: Help prepare relevant appointments and meetings through drafting agendas, managing attendance, preparing presentations, correspondence, etc.
 - Research support: Support corporate and major donor fundraising efforts through assisting in desk research, network mapping, etc.
 - Account Management support: Support corporate and major donor fundraising efforts through taking over the management of accounts in absence of or as assigned by Account Management Officer
 - Administrative support: Including relevant processing in SAP, Office and other relevant software platforms
 - Finance and accounting support: Assist in financial processes like reporting, payment, processing, etc.
 - Back-end support: Prepares routine drafts of correspondence or documents, facilitates internal communication.
- Knowledgeable delivery of quality services contributing to achievement of work objectives.**
- Assists in the preparation of campaigns organised by PFP Unit, especially for corporate, foundation and major donors, including desk research
 - Prepares regular financial reports required on activity completion and other documents that are related to the Key Performance Indicators for review by the supervisor.
 - Monitors PFP Unit budget and reports utilization on monthly basis, including drafting payment requests, issuance of contracts and other related supports.
 - Support work planning processes.
 - Act as a back-up to 69984 GS5 PSFR Assistant in performing operational and administrative support

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JOB GRADE FACTORS ¹ GS-5

The post will cover a variety of tasks linked to a specific work plan. While detailed instructions will be given to the incumbent, the volume and variety of work require the incumbent to check own work and to take initiative in identifying potentially problematic situations and discussing with supervisor.

Key work relationships are within and outside the organization.

Inside the Organization

Broad range of contacts at all levels throughout the Organization, with regard to coordination of work, follow-up matters, meeting arrangements, dissemination of information and sharing.

Outside the Organization

Senior managers from external organizations and agencies - for the purpose of meeting coordination and arrangements, exchange of information, and requests for materials.

Independence

The post works independently within broad guidelines and is proactive in accomplishing tasks amid competing priorities and deadlines. Familiar with organizational systems and structure, and is resourceful and motivated in gauging appropriate course of action in order to meet objectives.

QUALIFICATION and COMPETENCIES ([] indicates the level of proficiency required for the job.)

1. Education

Completion of secondary education, ideally enriched by relevant technical qualifications.

2. Work Experience

At least five years of relevant project management and administrative support experience, ideally in marketing/sales or fundraising. Computer skills in the relevant standard applications and financial literacy are required.

Ability to work independently, set priorities and meet deadlines. Ability to organize meetings and events. Ability to work accurately under time constraints

Experience and knowledge of the UN / UNICEF context is an asset.

3. Language Proficiency

Proficiency in English and Bahasa Indonesia.

4. Other Skills and Attributes

Computer literacy and the ability to effectively use standard office software tools
Financial literacy.

Good knowledge on data management and analysis, records filing and maintenance.

¹ The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

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5. Competency Profile (For details on competencies please refer to the *UNICEF Professional Competency Profiles*.)

i) Core Values (Required)

Care; Respect; Integrity; Trust; Accountability

ii) Core Competencies (Required)

• **Communication [I]** • **Working with People [II]** • **Drive for Results [II]**

iii) Functional Competencies (Required)

- **Analyzing [I]**
- **Applying Technical Expertise [I]**
- **Learning and Researching [I]**
- **Planning and Organizing [I]**
- **Following Instructions and Procedures [II]**

iv) Technical Knowledge²

a) Specific Technical Knowledge Required

(semi- professional managerial and administrative / marketing / fundraising skill is required)

b) Common Technical Knowledge Required - Conceptual and analytical knowledge

c) Technical Knowledge to be Acquired/Enhanced – donor database application system and analysis

² Reference to UNICEF and/or UN in terms of technical knowledge requirements (and b above) is applicable only to those who are or have been the staff members of UNICEF or the UN common system.

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