

1. IDENTIFICATION

<u>Post Title</u>	<u>Grade</u>	<u>OCC/CCOG</u>	<u>Location/Field/HQ</u>
Senior Donor Relations Advisor (Japan)	P5	58/1.A.02.e/1.A.10.b	Headquarters
<u>Duty station</u>	<u>Department</u>	<u>Division</u>	<u>Section/Unit</u>
Jerusalem	External Relations	Partnerships	

2. ORGANIZATIONAL SETTING

2.1. Supervisor:

Director of Partnerships, (D1)

2.2. Supervisees:

The incumbent of this post may supervise professional and/or general services staff members and/or other personnel.

3. DUTIES, RESPONSIBILITIES, IMPACT AND WORK RELATIONSHIPS OF THE POST

The incumbent:

3.1	Leads in the development and implementation of UNRWA's strategy for Japan in terms of external relations and fundraising, including the maximization of contributions; manages relationships with key donors; ensures a consistently high level of responsiveness and service to key donors in Japan; actively pursues innovative avenues of cooperation for funding opportunities by public and private donors in Japan and in coordination with the Senior Donor Relations Officer (Asia) in the wider Asia region; .explores opportunities within the private sector and with business leaders and foundations in Japan to further private sector funding.
3.2	Provides counsel and proactive guidance to the Director of Partnerships, Director of External Relations and Communications and senior management on donor priorities and concerns and outreach concerning Japan; leads on the development and strategic use of outreach materials and media on Japan for the purpose of increased public awareness and fund-raising; drafts donor documentation in conjunction with official visits; oversees the preparation of visibility plans; manages the implementation of the outreach strategy, capitalizing on the strengths and networks of the Asia team; provides leadership in problem-solving related to challenges in implementation.
3.3	Establishes and nurtures close relationships with the Japanese government and relevant institutions, including the Japan International Cooperation Agency (JICA); gathers intelligence while building confidence in the Agency and its mechanisms and keeps donors closely informed of UNRWA's activities.
3.4	Plays a leading role in the negotiations on bilateral agreements and Memoranda of Understanding (MOUs), concerning Japan, with donors on behalf of the Agency; negotiates and drafts project proposals in coordination with field offices; reviews and edits project proposals and progress reports; oversees the production of briefing materials and talking points for senior management including the Commissioner-General, Deputy Commissioner-General, Directors, and the Representative Offices in New York, Brussels, Washington, and other Senior Officials.
3.5	Promotes and implements the Agency's Resource Mobilization Strategy with results-oriented concrete actions; organizes and participates in senior level missions to Japan and in coordination with the Senior Donor Relations Officer (Asia) in the wider Asia region; participates in major meetings and conferences including the hosts and donors meeting and policy-level bilateral discussions with senior government civil servants or at the political level; organizes and participates in donor field trips in the five fields of operations including high level delegations from Japan.
3.6	In close consultation with the Senior Donor Relations Officer (Asia), helps expand UNRWA's donor base by reaching out to prospective donors, with a particular focus on donors in Asia, in coordination with the Conference on Cooperation among East Asian Countries for Palestinian Development (CEAPAD).
3.7	Serves as the main source of information and guides on various fund-raising documents on Japan,

	including appeals and Departmental reports and policy documents.
3.8	Ensures proactive coordination with concerned Departments, Field Offices and Representative Offices on contributions, donor-funded projects and external relations activities and ensures timely follow-up, concerning Japan; coordinates such activities with the Senior Donor Relations Officer (Asia).
3.9	Performs other duties as may be assigned by the supervisor.

4. MINIMUM QUALIFICATIONS

4.1. Academic and Professional qualifications (as applicable)

Required academic qualifications

Advanced university degree from an accredited educational institution in political science, international relations, public administration, law, economics, or a related discipline.

Professional qualifications

4.2. Nature and extent of required relevant experience

At least ten years of progressively responsible and relevant professional experience in donor relations and fundraising working for a national/international organization or development agency as well as a proven track record in fund-raising within Asia, including 5 years of relevant experience at a senior supervisory level.

4.3. Language

Excellent command of written and spoken English.

4.4. Competencies

UN Core Values of Integrity, Professionalism and Respect for Diversity, and Core Competencies of Communication, Working with People and Drive for Results apply by default.

Functional

- i. Creating and Innovating
- ii. Planning and Organizing
- iii. Formulating Strategies and Concepts

Leadership (as applicable)

- i. Creating and Maintaining Impact and Partnership
- ii. Delivering Results

4.5. Other Competencies not listed under Functional and Leadership

4.6. Other Information

5. DESIRABLE QUALIFICATIONS

- 5.1 Knowledge of UNRWA and the wider UN system;
- 5.2 Knowledge of a second UN language.

6. APPROVAL OF POST DESCRIPTION

Director of Human Resources

Signature

Date

7. ACKNOWLEDGEMENT OF RECEIPT OF COPY OF POST DESCRIPTION

I have been informed of the duties and responsibilities of the post which I occupy, and understand the requirements as outlined above. I have been provided with a copy of this post description.

Incumbent Name

Signature

Date