

## **Profile: Resource mobilisation specialist**

### **Required Qualifications**

#### **Education**

- University degree in social, international relations or political science, complemented by studies or a good understanding of humanitarian actions or equivalent in academic and professional experience;
- Desirable: Training or good understanding of budgetary and financial processes.

#### **Experience**

- Considerable experience in resource mobilization, international or public relations, with emphasis on donors relations at international level;
- Documented achievements in fundraising activities;
- Working experience in humanitarian settings.

#### **Personal skills**

- Maturity, initiative, tact and a high sense of responsibility;
- Willingness and ability to work in hardship environment;
- Readily available for deployment in emergency situation;
- Ability to work in close collaboration with different nationalities and cultural backgrounds;
- Excellent knowledge of English or French with a good knowledge of the other. Other UN languages would be an advantage.

### **Terms of reference**

#### **Overall objective**

Facilitation of a timely and effective financial support for disrupted health systems during the response and recovery phases of acute or complex emergencies.

#### **Specific objectives**

- To promptly assess the financial needs to assist the populations affected by the crisis;
- To develop effective and proactive fundraising strategies, in line with WHO HAC/Health Cluster procedures;
- To coordinate and monitor fund raising efforts, in line with WHO HAC/Health Cluster procedures and donors' specific requirements.

#### **Main tasks**

- Develop effective and proactive fundraising strategies, ensuring systematic and planned approaches to regular interaction with donors, including briefing documents and/or meetings, preparation and submission of proposals, reporting documents and timely receipt and acknowledgement of funds, in line with WHO/HAC procedures and donors' specific requirements;

- Generate proposals, donor reports and other information to be submitted by the Country Office and/or HQ to donors and potential donors;
- Strengthen fundraising capacity of staff, including the establishment of subgroups able to play an active role with resource mobilization activities, including proposals for training needs and support to professional staff from the Country Office and field team, to enable them to be more proactive in resource mobilization, and the development of sound proposals;
- Research, write and edit, when required and in close coordination with the Media/Communications Officer, information materials in support to resource mobilization activities, with particular attention to the dissemination and promotion of strategies, including success stories to encourage and further fundraising and enlist support by all partners, at national, local and community levels, as well as their meaningful participation to fundraising activities;
- Work closely with the Budget and Planning staff assigned to the field team in the development of the work plans and budget related to resource mobilization activities, including reporting requirements for specific projects and timely reporting.