

## **Annex 1 Job Description**

### **Trainee Resource Mobilisation in Asia Full-time (100 %)**

#### **Purpose of the units (Prospect and Asia)**

The major donor countries in Asia have been traditionally Japan and Australia. However, ICRC requires the support from other new Asian countries to champion it, be it from a policy, diplomatic and/or funding perspectives in order to have a more diversified donor footprint.

The units Prospect and Asia therefore focus on building strategies and approaches to attract new government donors and strengthen existing relationships with a number of both traditional and non-traditional donors. In line with the ICRC's fundraising strategy of diversifying the ICRC's donor base, the unit Prospect focuses as a matter of priority on developing relationships with new, or "emerging", donors and on innovative approaches to developing a sound financial dialogue with them.

#### **Ambitions of the Prospect unit**

- Enlarge the ICRC donor base by intensifying the levels of interaction and dialogue with new donors, increase their financial contribution and other high value alternative forms of support.
- Ensure greater in-house synergy and involve delegations in new donor countries where there is a potential to develop a stronger dialogue in the capitals or in the field, focused on common over-arching objectives and ambitions.

#### **Job description:**

The trainee will report at 60% to the Head of Unit of REM\_PROSPECT, who will thus be the "lead manager-responsible" for the trainee and 40% to the Head of REM\_ASIA. Under the supervision of Heads of unit of REM\_PROSPECT and REM\_ASIA, the trainee will be responsible for:

- > Assisting with the day-to-day management of relations with global stakeholders, such as new State donors
- > Contributing to the research on governments' funding policy and interest
- > Helping the units with the implementation of its strategy and initiatives (e.g. organization of a yearly field trip, org. tailor-made donor events, briefing of delegates, mobilization of Embassy/Permanent mission)
- > Contributing to the units research and development on specific thematic (donor visibility, In-kind contributions, seconded staff/staff-on-loan, developing innovative proposals for new budget lines and new communication tools).
- > When relevant, accompany the Head of Unit or the Country Manager of respective units to internal and external meetings and doing the preparation work for donor events or bilateral meetings – this may involve research work and speech-writing and, in terms of follow-up, the drafting of reports / minutes
- > Provides the division/units with key information on specific operations in Asia, especially major operational changes and new orientations (e.g. Myanmar, Afghanistan, etc.).
- > Advises the region and delegations covering Asia on donor perspectives (e.g. weekly meeting presence), general fundraising issues and REM policies; replies to ad hoc financial/REM-related requests from field or regions.
- > Analyzing humanitarian funding trends, issues and policy developments (especially in Asia);
- > Facilitating and handling inquiries from Embassy/Permanent mission to the UN or the field with collaboration from different units.
- > Supporting the fundraising initiative with high net worth individuals in HK and with corporates in Asia (e.g. networking, background research, meeting, drafting of proposal and report)
- > Assisting the units' work with national Red Cross and Red Crescent in terms communication, campaign implementation and monitoring, coordination of field trip, meetings)

#### **Qualifications:**

We are looking for candidates who meet the following, mandatory requirements:

- > Currently pursuing or have completed a Master's or Bachelor degree (penultimate/final year) preferably in a relevant field (e.g. international relations, international law, international economics, international politics, Business/Management, Finance, Social Science, Communication, humanitarian action, development, diplomacy, etc.). Students in other disciplines can also apply if they have high potential/ relevant experience in diplomacy, international affairs and business networking.
- > A good command of English, and/ or French as well as other Asian languages are assets. It is necessary to have a good level of written English.
- > Experience with a government bodies (Ministers, Cooperation agency, etc.), an international organization, an NGO or a Red Cross or Red Crescent Society an asset.
- > Available for 1 year, starting June 2019

#### **Successful candidates will also meet the following criteria:**

- > A manifest interest for humanitarian action/issues and the ICRC.
- > A demonstrated interest in international affairs, diplomacy and funding dialogue/issues.
- > The ability to think strategically, to express ideas clearly, both orally and in writing, and to work independently and as part of a team.
- > Flexibility and the ability to assist with a variety of tasks based on the needs of the units.
- > Additional languages are an asset.

#### **Contract:**

Recruited trainees will be offered a 12-month paid contract. The positions are based at ICRC headquarters in Geneva, Switzerland.