

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. Preference will be given to undergraduate students.
- > 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 2020

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.