



## UNITED NATIONS CHILDREN'S FUND JOB PROFILE

### I. Post Information

<b>SENDER:</b> Laura Toribio <b>JOB DESCRIPTION TYPE:</b> Specific Job Description <b>POST NUMBER/ CASE NUMBER:</b> ARG21016 <b>POST/CASE NUMBER OF SUPERVISOR:</b> Resource Mobilization Manager <b>REASON FOR CLASSIFICATION:</b> Establishment of new post <b>REGION/DIVISION:</b> LACRO <b>COUNTRY:</b> Argentina <b>DUTY STATION:</b> Buenos Aires <b>OFFICE:</b> <b>SECTION:</b> <b>UNIT:</b>	<b>CATEGORY:</b> NO <b>PROPOSED LEVEL:</b> NOA <b>JOB TITLE:</b> Fundraising Officer (Planning) <b>Functional Code:</b> FRA <b>ICSC CCOG Code:</b> 1A10
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### II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

#### **Job organizational context**

A 2020 workforce analysis has shown that the whole office dedicates nearly 25% of its workforce to planning, monitoring, and coordination functions. However, currently, this function is distributed without clear criteria, and the quality assurance responsibilities are not clarified. To provide the appropriate leadership, support, and quality assurance for these functions, a PFP Planning Officer (NOA) under the supervision of the Resource Mobilization Manager (as described later on), with coordination lines with the new a Program Planning and Monitoring Officer (NOB).

#### **Purpose for the job**

Under the general supervision of the Resource Mobilization Manager, the Fundraising Officer

(Planning) will provide support in the fulfillment, preparation and monitoring of different PFP/ACO reports, workplans and calendars, in a harmonized and coordinated way with programmes and other ACO areas and UNICEF levels.

**III. Key functions, accountabilities and related duties/tasks** *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

**Harmonize/validate PFP plans & reports with other ACO areas and UNICEF levels**

- Maintain regular communications with the Program Planning and Monitoring Officer (NOB) to share relevant information, and fill internal documents and reports (AWP, AMP, COAR...) with PFP information.
- Answers ad-hoc requests from PFP and programme colleagues on planning and reporting issues.

**Contribute with the preparation and follow up of the different PFP workplans and calendars**

- Identify and gather historical information, benchmark indicators and other relevant data to feed the planning processes.
- Familiarize with the different UNICEF and PFP data sources (eg. DPO, SF) and systems (eg. Power-bi) to produce relevant reports and decision-making information.
- Propose improvements in data collection, use of data and report generation to get necessary information in an efficient way.
- Contribute with the preparation of PFP plans and reports, specially the Private Sector Plan (PSP). Develop analytical tools and reports to forecast income and expenditures in uncertain scenarios (eg. Considering inflation and devaluation).

**Support the monitoring of the PFP plans' implementation vis-à-vis the expected goals**

- Implement and update a KPI dashboard to regularly monitor PFP performance.
- Implement and update other sources of information and reports that could contribute to improve workplans' monitoring and decision making.
- Develop new analytical tools and reports to seize campaign' complexities (eg. Annual pledge prospecting campaign).
- Periodically assess new information needs.

**Collaborate in the identification of changes and corrective measures in workplans and calendars**

- Analyze the economic impact of the proposed changes in PFP plans, considering variables as income, expenditure, time frame, attrition, among others.
- Incorporate the agreed changes in the workplans updates and reports.
- If necessary, propose the use of new tools and reports to identify deviations from the plans, and fundraising opportunities.

**Participate and implement any other mechanism or process that favors Teams efficiency and coordination.**

**IV. Impact of Results** *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

- Improve planning and monitoring processes will increase the impact and results of the FR/PSE activities.
- Harmonize plans and processes with Programmes and other ACO Areas and UNICEF levels will result in a better coordination and effectiveness.
- Unify the collecting of data and production of reports will save time and improve decision making.
- Propose the use of new tools and reports to identify deviations from the plans and fundraising opportunities will increase PFP ROIs.

**V. Competencies and level of proficiency required**

**Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

**Core competencies**

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

**VI. Recruitment Qualifications**

Education:	University first degree (Bachelor's) in business administration, industrial engineer, Economic Science or actuary.
Experience:	<p>A minimum of one year of progressively responsible work experience in planning (commercial, marketing, and/or fundraising).</p> <p>Experience in, and knowledge of, UN/NGO is an asset.</p> <p>Familiarity with the country context.</p> <p>Knowledge of data analysis and planning tools</p>
Language Requirements:	Fluency in English and Spanish is required. Knowledge of another UN language is an asset.