



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: **Reports Specialist**
Supervisor Title/ Level: **Chief, Planning, Monitoring and Evaluation**
Organizational Unit: **Planning, Monitoring and Evaluation**
Post Location: **Bujumbura, Burundi**

Job Level: **P-3**
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

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 nation.

Job organizational context: In Burundi, a land-locked, fragile state marked by low human development, high levels of poverty, chronic malnutrition and many other challenges to the survival, development and full rights realization of children and women, the dynamic medium-sized UNICEF Country Office supports the Government in achieving results for children.

The continued fragility in the country and constraints in capacities and resources require the effective integration of development and humanitarian activities in risk-informed programme planning and implementation in order to factor in structural and underlying causes of vulnerability and repeated cycles of conflict, in order to ensure better and more sustainable results for children and their caretakers.

The Reporting Officer at Level 3 will work under the overall guidance and supervision of the Chief Planning, Monitoring and Evaluation, at level 4, as well as the Chief of Communication/Partnerships at Level 4 for the resource mobilization aspects. The incumbent will also work closely with the Quality Assurance Specialist who is at Level 3.

The Reporting Officer will be working in the Planning, Monitoring and Evaluation team. This team is responsible for strategic and annual planning, monitoring, quality assurance of donor reports, proposals and evaluations, budget monitoring and implementing partnerships. In addition, the

team works with the government to strengthen M&E capacities and data availability. UNICEF therefore strengthens capacities in quality assurance in line with office and donor requirements.

Purpose for the job:

Under the supervision of the Chief Planning, Monitoring and Evaluation and the Chief Communication and Partnerships (for the Resource Mobilization component) and in close collaboration with the Quality Assurance Specialist; the incumbent will be accountable for monitoring and quality assurance of donor reports and proposals of all programme funds falling under UNICEF's accountability, including supporting resource mobilization. The Reports Specialist will also support the Quality Assurance function and in particular ensure that recommendations from evaluations and research are informing proposal development. The incumbent will also act as OIC for the Quality Assurance specialist and thus be asked to perform tasks related to evaluation and research.

This opportunity is suitable for someone who is a team player, able to work with a wider range of colleagues across teams including more senior colleagues in an independent manner. The person will be working on the below mentioned tasks within a team working on a wide range of tasks and can be thus given opportunities beyond the below tasks to grow and build the skills required for future career steps. Burundi CO is looking for an outstanding performer with a proactive attitude of getting things done.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

Quality assurance of donor reports

- Update and maintain information on all the donor reporting requirements. Ensure Programme Section Chiefs are updated on these requirements and follow up as required.
- Maintain a coherent system for tracking reports due to donors to ensure that they are submitted in high quality and on time.
- Review and edit draft reports and proposals ensuring that they meet established quality standards and follow guidance shared.
- Upload submitted donor reports and proposals to the system as applicable and maintain the office's electronical archive of them.
- Maintain templates for donor reports and related checklists up to date
- Promote the understanding and capacities among staff members to produce quality reports through communication, training, learning and development activities organization wide.
- Support quality assurance and editing of the Country Office Annual Reports and Mid-Year Reports as required.

Quality assurance of proposals and follow up of resource mobilization efforts (under supervision of the Communication section)

- Work with the communication, advocacy and partnership (CAP) section in coordinating the partnerships with National Committees, advises on renewal strategies and best practices
- Providing inputs and support to (CAP) section on Bilateral, multilateral and Corporate Partnerships to ensure successful fundraising strategy, plan and results.
- Work with relevant programme sections and operations (as required) in the preparation of high-quality funding proposals by standardizing formats, contents and ensuring adherence to donor requirements.
- Lead the development of strategic cross-sectoral proposals in line with the office priorities such as Early Childhood Development, Adolescents and Climate Change amongst other themes.
- Maintain a donor proposal database to track fundraising against programme needs.

- Update and maintain information on all the donor and programme proposals.
- Provide regular funding gap analysis by sector/theme for donor proposal development and submission;
- Maintain a system and provide regular update for tracking donor proposal and its acceptance/funding status and keep up to date as per the funds received; Document good practice in proposal writing and result reporting.

Support Contribution Management

- Ensures the allocation of funds follows proposals information and donor requirements
- Advise programme sections on contribution management related matters in close collaboration with the senior budget associate
- Review donor agreements and ensure they are in line with global standards
- Liaise as required internally with HQ divisions on contribution management related tasks in close collaboration with other colleagues, sections and senior management as required.
- Lead strategic analysis of donor contributions and funding gaps with the support of the senior budget associate.

Capacity Building

- Support the office in coaching and capacity building efforts of programme teams on proposal writing, donor reporting and effective contribution management,
- Maintain the templates, checklists and tools of the office related to donor relations up to date.
- Engage proactively with other country offices on exchanging best practices in order to inform the Burundi COs approaches in terms of donor relations and build an optimal system.

Support the Quality Assurance Function

- Ensure that the recommendations from evaluations and proposals are feeding directly into proposal development
- Perform the functions of the Quality Assurance Specialist during her absence ensuring that the evaluation and research work moves ahead as planned.

Other duties to support the Office as may be required

Performs other related duties as assigned by the supervisor to ensure the success of the team, including guiding, training, and coaching short-term staff, including interns and consultants, as needed. Supports proactively the planning, monitoring and evaluation team in other tasks based on the team's priorities to contribute to a high performing team.

IV. Impact of Results

- High donor satisfaction in terms of proposals, reports and contribution management leading to continued and increased funding for UNICEF in Burundi.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles.

- Builds and maintains partnerships
- Demonstrates self-awareness and ethical awareness
- Innovates and embraces change
- Drive to achieve results for impact
- Manages ambiguity and complexity
- Thinks and acts strategically
- Works collaboratively with others

VI. Recruitment Qualifications

Education:	Advanced university degree in social sciences, statistics, planning development, planning.
Experience:	At least 5 years of relevant work experience in donor relations. Experience and/or exposure to evaluation and research work is an asset. Experience with UNICEF a strong asset.
Language Requirements:	Fluency in English. Intermediary French skills required with ability and willingness to improve to advanced skills.