

Job Description Type:	Specific Job Description	Region:	EAPR
Category:	IP (International Professionals)	Country:	Myanmar
Reason for Classification:	Upgrade	Duty Station:	Yangon
Level:	P-3	Office:	UNICEF Myanmar
Title:	Programme Specialist	Section:	Planning, Monitoring and Evaluation
Title Information in Parenthesis:	(Reporting and Resource Mobilization)	Unit:	Planning, Monitoring and Evaluation
CCOG Code:	1A02	Case Number:	
UNICEF Code:	PMA	Post Number:	103307
Classified by:	Sayuri Asano	Classified Date:	8/17/2018
Organizational Context:	<p>The upgraded position of programme specialist (from P2 to P3) will support in enhancing the quality of donor reports, management of GAVI reporting (including writing donor report), and resource mobilization for MCO. The position is hosted in the PME section and is funded with contribution from PME and Immunization unit (GAVI Project) in the ratio of 50% each.</p> <p>A specific JD is needed for this upgraded position as the earlier developed generic P2 job profile was PME related with not much attention to the reporting and resource mobilization requirements of the MCO. As this position supports PME and immunization Units and manages 2 major job functions – reporting and resource mobilization, hence there was a need to upgrade the position from P2 to P3 and engage a mid-level international experienced candidate to manage the job requirements of 2 units.</p>		
Purpose of the Job:	Reporting to the P4 Planning, Monitoring and Evaluation Specialist, this position is particularly responsible for ensuring quality reporting in the office, both internal and external, as well as supporting the office's resource mobilisation strategy, with responsibility for tracking funding raising opportunities & initiatives, and supporting the preparation of quality proposals.		
Key functions, accountabilities and related duties/tasks:	<p>KEY END-RESULTS</p> <ul style="list-style-type: none"> • Support programme sections in the production of quality donor reports, including narrative and financial elements, to highlight results achieved with donor funding. • Lead in the drafting and finalization of donor reports for the GAVI Project by consolidating inputs, reviewing data, and drafting clear and concise narrative descriptions • Coordinate the clearance process for all office reports, share guidelines and templates, review for quality and ensure timely submission for management clearance and submission. Ensure high quality reporting which meets the needs and requirements of resource partners, in line with the contribution agreements. Follow-up with relevant focal points on overdue reports, • Provide key support to the Emergency Unit in the preparation and consolidation of humanitarian reports and help ensure that grant conditions are met and reporting obligations fulfilled. Support the Emergencies Unit to maintain and improve the Humanitarian Performance Monitoring database. • Support the office in monitoring progress against the office resource mobilisation strategy, including tracking of programme requirements, opportunities and trends. Maintain a funding pipeline and regularly share updates, guidance, and other resources to promote a coherent and strategic approach to fundraising. • Support the preparation of donor proposals and assist in ensuring that all proposals include adequate budget for covering all relevant costs, including cross-sectoral and operations. Working with the Budget Officer, support the management of grants, ensuring that donor conditions are met. • Track and record grant conditions to ensure alignment with donor requirements. Monitor the allocation and disbursement of programme funds, making sure that funds are properly utilized, reported on and liquidated. Takes appropriate recommendations or actions to optimize use of programme funds. <p>KEY ACCOUNTABILITIES and DUTIES & TASKS</p> <p>Within the delegated authority and the given organizational set-up, the incumbent may be accountable for all or assigned areas of the following major duties and end results.</p> <p>Donor Reporting</p> <ul style="list-style-type: none"> • Support programme sections in the production of quality donor reports, including narrative and financial elements, to highlight results achieved with donor funding. • Lead in the drafting and finalization of donor reports for the GAVI Project by consolidating inputs, reviewing data, and drafting clear and concise narrative descriptions. • Coordinate the clearance process for all donor reports, share guidelines and templates, review for quality and ensure timely submission for management clearance and submission. • Ensure high quality reporting which meets the needs and requirements of resource partners, in line with the contribution agreements. Follow-up with relevant focal points to avoid overdue reports • Provide key support to the Emergencies Unit in the preparation and consolidation of humanitarian reports and help ensure that grant conditions are met and reporting obligations fulfilled. • Support the Emergencies Unit to maintain and improve the Humanitarian Performance Monitoring database. <p>Donor Proposals</p> <ul style="list-style-type: none"> • Contribute to the preparation of donor proposals and assist in ensuring that all proposals include adequate budget for covering all relevant costs, including cross-sectoral and operations. • Working with the Budget Officer, support the management of grants ensuring that donor conditions are met. • Bring coherence, synergy and added value to the programming planning and design processes using a results-based management approach to design of donor proposals. • Assist in planning and preparation of materials and presentations and briefings for new potential donor for multi- programme funding as required <p>Grant Management</p> <ul style="list-style-type: none"> • Maintain a record of all grant agreements, reports, proposals and other material developed for reporting and fundraising • Track and record grant conditions to ensure alignment with donor requirements. • Ensure accuracy of the grants created including duration, donor conditionality's, reporting requirements, donor specificities and follow up with PPD/PPF and RO colleagues as needed. 		

- Liaise with budget and support MCO in raising requests for timely extension of grants where needed
- Serve as a link between PPD/PFP for any queries related to grants, donor conditionality and management, and liaise with HQ/RO for the same as may be needed

Funds Raising / Resource Mobilization

- Enhance positive relationships with donor groups through timely and accurate reporting and monitoring of donor interests and information needs. This includes the establishment of profile of each donor.
- Support the office in monitoring progress against the office resource mobilisation strategy, including tracking of programme requirements, opportunities and trends.
- Maintain a funding pipeline and regularly share updates, guidance, and other resources to promote a coherent and strategic approach to fundraising.
- Alert MCO of any funding opportunities and support in organizing meetings to put an urgent proposal together

Capacity Building, Programme Planning, Coordination and Reporting

- Participate in the AMP/MYWP exercises and annual review/MTR meetings as required.
- Coordinate with programme sections to improve the quality of annual report.
- Organize capacity building trainings/workshops for UNICEF Staff
- Develop partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to capture opportunities for funding
- Provide leadership in provision of technical advice, negotiation, advocacy and promotion of area/country level goals, leading to agreement on practicable and priority actions to be supported by UNICEF programme and country level cooperation for resource mobilization.
- Promote the organization goals of UNICEF through advocacy and policy dialogue
- Perform successfully any other duties and responsibilities as appropriate to the purpose of this post and as assigned by the supervisor

Impact of Results:

The position will contribute greatly in producing quality and results focused donor reports thereby leading to donor satisfaction and better projection of the work undertaken by UNICEF. Additionally, the incumbent will also support in producing HAC and quality donor proposals in addition to establishing good donor relations and tapping on untapped fund raising opportunities. This will result in generating greater resources for MCO enabling UNICEF to reach out to the unreached and achieve the desired results for the children of Myanmar.

Competencies and level of proficiency required:

- i) Core Values (Required)
 - Commitment
 - Diversity and Inclusion
 - Integrity
- ii) Core Competencies (Required)
 - Communication [II]
 - Working with People [II]
 - Drive for Result [II]
- iii) Functional Competencies (Required)
 - Leading and Supervising [III]
 - Formulating Strategies and Concepts [II]
 - Analyzing [II]
 - Relating and Networking [II]
 - Persuading and Influencing [II]
 - Creating and Innovating [II]

Recruitment Qualifications:

1. Education

An advanced university degree in Social Sciences, International Relations, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or other relevant disciplines is required.

A first university degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an advanced university degree.

2. Work Experience

A minimum of five years of relevant professional work experience preferably in fund raising and report writing is required.

International and developing country work experience

Background/familiarity with Emergency.

Familiarity with immunization related reporting would be an asset

3. Language Proficiency

Fluency in English is required. Knowledge of another official UN language will be an added advantage.

Attachments:

Organogram_PMNE_Prog Spec P3.pdf
Rep Approval.pdf
SJP_103307_Prog Spec P3 Ygn.DOC

