PARTNERSHIPS OFFICER – REPORTING (P2), TEMPORARY APPOINTMENT

6 MONTHS: NOVEMBER 2024 TO APRIL 2025

BASED IN PORT SUDAN, SUDAN

UNICEF Sudan is looking for a Partnerships Officer – Reporting, P2, 6 months Temporary Appointment based in Port Sudan, who will be accountable for quality assurance and timely submission of donor reports for UNICEF Sudan Country Office. The candidate should have excellent English writing skills, an eye for attractive report design, and be able to set and monitor multiple competing deadlines.

UNICEF works in some of the world’s toughest places, to reach the world’s most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

**For every child, h*ope***

*Sudan the world's largest child displacement crisis. An estimated five million children have been forced to flee their homes. Children, as young as five-years old, describe harrowing journeys when they had to flee the fighting. Many have been displaced at least twice since the war broke out. Displaced children often live in overcrowded camps and settlements with limited or no access to adequate shelter, sanitation, and healthcare services – putting them at greater risk of malnutrition and deadly disease outbreaks. The situation is especially dire for children and families trapped in areas affected by direct conflict, insecurity, and lack of protection. Nearly 14 million children – half the country’s children –require humanitarian assistance.*

*UNICEF has been in Sudan since 1952 and continues to deliver across Sudan's 18 states, despite challenges.*

[***www.unicef.org/sudan***](http://www.unicef.org/sudan)

**How can you make a difference?**

**MAJOR DUTIES AND RESPONSIBILITIES**

* Lead the production and quality assurance of Humanitarian Situation Reports (SitReps) in coordination with Country Office teams, RO and HQ.
* Update and maintain information on all the donor and programme reporting requirements.
* Ensure section heads and field offices are updated on these requirements and follow-up as required.
* Compile and edit all donor reports for the Sudan programme in consultation with the different thematic sections and the field offices.
* Support with proposal development and compilation when needed.
* Maintain archives for all reports and proposals.
* Provide capacity-building activities on reporting, especially on how UNICEF can show impact for children, for colleagues in the thematic sections and field offices.
* Create, write and edit a range of information and communication materials, including briefing notes for management, funding cases, powerpoint presentations and human interest stories.
* Support the communication and advocacy team with ensuring donor visibility (correct use of logos, stories, photos and videos).

**To qualify as an advocate for every child you will have…**

***Education:***

* *First university degree in social sciences, international development/relations, communication or a related field.*

***Experience:***

* *A minimum of two years of progressively responsible professional work experience at national and international levels.*

*Language: Fluency in English is required. Knowledge of Arabic language is an asset.*

**For every Child, you demonstrate...**

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA)

The UNICEF competencies required for this post are:

·       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)

To view our competency framework, please visit [here](https://www.unicef.org/careers/media/1041/file/UNICEF%27s_Competency_Framework.pdf).

Click [here](https://www.unicef.org/careers/get-prepared) to learn more about UNICEF’s values and competencies.

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.

**Remarks:** Only shortlisted candidates will be contacted and advance to the next stage of the selection process.