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| **TEMPORARY APPOINTMENT: Reports Officer**  |
| UNICEF Malawi is seeking to engage a temporary appointment Reports Officer to provide support in the coordination and timely submission of reports that follows UNICEF and donors’ quality assurance standards. |
| **Engagement contract**  | Temporary Appointment |
| **Post Level** | NOB |
| **Location**  | Lilongwe Malawi  |
| **Duration**  | 364 days |
| **Supervisor**  | Partnerships Specialist  |
| **Funding details** | WBS 2690/A0/07/880/004/001 |
| Validity date 1st March 2024 to 28 February 2025 |

1. **ORGANIZATIONAL CONTEXT**

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.

**Strategic office context**: The UNICEF Malawi Country Programme (2024-2028) works through a One-UN approach based on the new United Nations Sustainable Development Cooperation Framework (UNSCDF) Strategic Priorities 2024-2028.  All four strategic priorities of the UNSCDF 2024-2028 hold significance to UNICEF and the priorities identified for children: i) Economic Development, ii) Governance, iii) Human Capital Development, and iv) Climate Change. UNICEF co-leads the further elaboration and results in developing the Human Capital Developmentstrategic priority. The intent of the UNICEF CPD 2024-2028 is fully aligned with these priorities, which are also directly linked to the pillars of Malawi Vision 2063, and the Malawi Implementation Plan (MIP, 2030).

This programme is unique because it adopted an outcome-based approach to promoting an integrated programmatic approach that holistically addresses multi-faceted challenges facing children in Malawi.

This post reports to the partnership Specialist who provided an overall direction. The post holder is required to work independently as required by the role.

1. **PURPOSE OF THE JOB**

Under the general guidance of the Partnerships Specialist, the incumbent is responsible for all aspects of reporting, based on information gathered from programme sectors in the Country office. The incumbent also assists in timely preparation and dissemination of Country reports, for review by the Chief Communication, Advocacy and Partnerships and the Country Deputy Representative. The incumbent will also prepare briefing documents for the Country Representative for use in donor meetings.

1. **KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES/TASKS**

The Reports Officer is expected to provide technical support as part of the Communication Advocacy and Partnerships team and in partnership with chiefs of sections and program managers. The key functions of the Reports Officer are as follows:

1. Ensure timeliness and quality donor reporting. This includes the gathering of information, consolidation, editing, layout, and branding of all required reports for Malawi.
2. Ensure compliance with donors’ requirements. In reviewing the reports, ensure quality of the data and systematic results-based reporting. Include a donor report feedback form in all donor reports sent, and review donor report checklists.
3. Roll out monitoring and reporting mechanisms, ensuring adequate training in donor reporting, troubleshooting, and revision of mechanism as required.
4. Collaborate with staff to compile, produce, and disseminate high quality mandatory UNICEF reports, including the Situation Reports (SitRep), Annual Report, donor briefings, etc.
5. Ensure a donor tracker is developed, updated, and submitted to the teams to ensure that teams submit reports on time.
6. Monitor and maintain complete records of reports and ensure that there are effective processes for donor report review and submission.
7. Ensure that reports are submitted to donors on time as well as in the UNICEF Fiori system.
8. Assist teams to understand the quality requirements of UNICEF reports and respect them when developing reports.
9. Identify teams’ capacity needs and build their capacity on quality reporting.
10. In collaboration with the communication team, support the section to implement donors’ visibility requirements and report on them in donor reports through human interest stories etc.
11. **QUALIFICATIONS**

**Education:**

A university degree in marketing, international relations, communications and development related field.

**Experience**:

* Two years of progressively responsible professional work experience at the national or international levels in one or a combination of the following fields of work: reporting, partnerships communication, programme management, monitoring and evaluation.
* Proven experience in reporting on donor projects like FCDO, KFW, EU, ECHO etc.
* Excellent writing and analysis skills in English and ability to work under pressure and in multicultural environment.
* Experience working in a developing country is considered as a strong asset.
* Background and/or familiarity with emergency is considered as an asset.
* Previous experience in a UN agency is considered an asset.

**Expected technical knowledge and skills:**

* Technical skills in reporting writing and review
* Strong coordination skills
* Strong skills in reporting for donors like ECHO, EU, FCDO, KFW, USAID
* Strong skills in developing donor briefs for donors meeting
* Strong skill in ensuring donor reports respects donors guidance.
* Quick learner and team player

**Language**:

1. Fluency in English required. Knowledge of the local working language (Chichewa) of the duty station is an asset.
2. **COMPETENCIES**

**Core Values**

* Care, Respect, Integrity, Trust, Accountability and Sustainability (CRITAS).

**Core Competencies**

(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3) Drive to achieve results for impact (4) Innovates and embraces change (5) Manages ambiguity and complexity (6) Thinks and acts strategically (7) Works collaboratively with others

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