



UNITED NATIONS CHILDREN'S FUND  
JOB PROFILE

## I. Post Information

Job Title: **Reports Specialist**  
Supervisor Title/ Level: Partnerships and  
Resource Mobilization Manager (P4)  
Organizational Unit: Partnerships and  
Resource Mobilization Unit (PRMU)  
Post Location: Maputo, Mozambique

Job Level: **P3/FT**  
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:

UNICEF in Mozambique has been very successful in mobilizing resources during the current programme cycle both due to external factors and solid relationships with key donors. Nevertheless, different exercises including the country programme evaluation (CPE) highlight the limited quality of reporting and accountability for results at the outcome level. In 2021 alone, UNICEF Mozambique managed the process of review and submission of +100 donor reports, a large number of high value proposals and agreements including complex joint programme agreements.

Considering the expansion of the country programme and the complex development and humanitarian context with a multifaceted partnership landscape of traditional donors, multilaterals, NatComs, business, foundations, platforms, complex coordination platforms and innovative funding and financing mechanisms, among others, the creation of a Partnerships and resource mobilization unit is needed to accelerate Agenda 2030 for children in Mozambique.

In line with the partnerships and resource Mobilization strategy for 2022-2026, the key objectives of the PRMU are to:

- 1) Sustain a strong base of public sector partners and strengthen fundraising, to financially support the country programme outcomes, and engage in high level advocacy actions for

child rights, across the humanitarian-development spectrum;

- 2) Strengthen public and private sector engagement and expand partnerships across platforms and stakeholders to leverage the child rights agenda in Mozambique;
- 3) Spearhead models and scale up innovative partnership strategies and synergies (e.g., innovative financing), to increase investments in children and leverage financing to achieve Agenda 2030 for children in Mozambique.

**Purpose of the job:**

Under the supervision of the Partnerships and resource Mobilisation Manager, the incumbent will be accountable for monitoring and writing Donor Reports of all Programme funds, falling under UNICEF Mozambique Country Office.

Responsible for monitoring the schedule of reports, ensuring timely and quality submission of reports.

Responsible for coordination, editing/writing and submission of funding proposals to donors and drafting and negotiating funding agreements as per donors' framework agreements.

Ensures the timely preparation and dissemination of other mandatory and special reports, as well as briefing documents and corporate publications relating to programme activities in support of the UNICEF mission in the country.

### **III. Key function, accountabilities and related duties/tasks**

**Summary of key functions/accountabilities:**

**1. Donor reporting and Contributions Management activities:**

- Ensure timely and accurate reporting and monitoring of donor interests and information needs. This includes gathering of information, consolidation, editing and production of interim and final reports.
- Edit and advise on layout of donor reports and proposals in cooperation with programme sections.
- Assist in implementation of the Resource Mobilisation strategy by participating in proposal preparation and follow-up, as well as compilation of information, editing and layout,
- In close collaboration with the Deputy representative and Heads of sections, enhance positive relationships with donor groups through ensuring timely and accurate reporting and monitoring of donor interests and information needs. This includes gathering of information, consolidation, editing and production of all required reports on contributions to the Country Programme.
- Update and maintain information on all the donor and programme proposal and reporting requirements. Ensure section heads and field offices are updated on these requirements and follow up as required.
- Support the drafting, review and negotiate funding agreements (MoUs) in order to ensure country office compliance to UNICEF rules and regulations and reduce transaction costs.
- Support donor and Natcom missions through the preparation of briefing documents for advocacy or information sharing.
- Collaborate with the Deputy Representative and Section Chiefs to compile, produce and disseminate mandatory UNICEF reports, including the Annual Report.

- Support the writing and editing of human-interest stories with emergency and programmatic focus, in line with donor reporting requirements.
- Support Field offices during donor other high-level missions to the field in collaboration with Communications, Programmes and Field Teams.
- Design and deliver briefing notes for the Representative when necessary. Provide inputs for briefing notes on advocacy, leveraging and fundraising activities as necessary.

**2. Harmonization and Standardization of Reporting and Monitoring mechanisms:**

- Assess, in collaboration with the Sections, the existing UNICEF and interagency/partner systems for information collection, storage and management– which eventually feed into donor reporting.
- Propose solutions for harmonization and standardization of reporting and monitoring mechanisms in order to limit parallel reporting and enhance the quality of data collection.
- Roll out monitoring and reporting mechanisms, ensuring adequate training, troubleshooting and revision of mechanisms as required.

**3. Promoting Compliance, Utilization and Control Methodologies:**

- Work with the Budget Specialist to enhance methods to increase office awareness of the utilization and reporting requirements. Build systems to promote compliance with terms of specified grants and agreements. This will involve training in donor conditions and donor friendly inputs in VISION/ SAP/ InSight.
- Work with the Budget Specialist to promote regular monitoring of utilization/expenditure, expiring funds and funding gaps involving all sections.
- Work with, train and plan regular meetings with programme officers and Programme Associates to ensure awareness of utilization and reporting requirements, familiarization with contribution SOPs and processes and where to find key information.

**IV. Impact of Results**

- Decision making on methods of work and prioritization of work.
- Makes recommendations to supervisor on the scheduling of donor reports and proposals
- Incorrect reporting can damage the credibility of the organization

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

<p><b><u>Core Values</u></b></p> <ul style="list-style-type: none"> <li>▪ Commitment</li> <li>▪ Diversity and inclusion</li> <li>▪ Integrity</li> </ul> <p><b><u>Core competencies</u></b></p> <ul style="list-style-type: none"> <li>▪ Demonstrates Self Awareness and Ethical Awareness (1)</li> <li>▪ Works Collaboratively with others (1)</li> <li>▪ Builds and Maintains Partnerships (1)</li> <li>▪ Innovates and Embraces Change (1)</li> <li>▪ Thinks and Acts Strategically (1)</li> <li>▪ Drive to achieve impactful results (1)</li> <li>▪ Manages ambiguity and complexity (1)</li> </ul>	<p><b><u>Functional Competencies:</u></b></p> <ul style="list-style-type: none"> <li>▪ Leading and Supervising [ II ],</li> <li>▪ Formulating Strategies and Concepts [ II ]</li> <li>▪ Analyzing [ II ],</li> <li>▪ Applying Technical Expertise [ II ]</li> <li>▪ Planning and Organizing [ III ]</li> </ul>
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<b>VI. Recruitment Qualifications</b>	
Education:	Advanced university degree in social sciences, development, planning, communication, or related field
Experience:	At least 5 years of relevant work experience at national and international level. Emergency experience an asset.
Language Requirements:	Fluency in English is essential. Knowledge of Portuguese or another Latin language would be an asset.