



SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Partnerships & Reports Specialist**
Supervisor Title/ Level: **Chief Communication, Advocacy & Partnerships, P4**
Organizational Unit: **Office of the Representative**
Post Location: **Bujumbura, Burundi**

Job Level: **P3**
Job Profile No.: **127622**
CCOG Code:
Functional Code:
Job Classification Level:

II. Strategic Office 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 nations.

Strategic office context :

The Partnerships & Reports Specialist at Level 3 will operate within the complex and fast-evolving landscape of UNICEF's mission in Burundi, an environment characterized by diverse partnership opportunities and challenges. Particularly noteworthy is the Burundi partner landscape, which encompasses an array of bilateral and multilateral donors, government, private sector companies, NatComs, and other UN bodies, each playing a unique role in children's well-being and advocacy. These partnerships are instrumental in advancing the national agenda for child equity and protection, and the role is designed to navigate these multifaceted relationships adeptly. Working under the overall guidance and supervision of the Chief of Communication, Advocacy, and Partnerships at Level 4, this role has been strategically created to align with the country office's recently finalized 2024-2027 program document. The position is expected to amplify the office's resource mobilization and partnership-building capacities, while ensuring quality donor reports, thereby driving forward UNICEF's mandate. Within this framework, the specialist will collaborate with a diverse team across different units and seniority levels, enjoying opportunities for skill expansion and career growth beyond the outlined tasks. The role is particularly suited for an outstanding performer who thrives in a dynamic, team-oriented environment, and who is proactive in navigating the unique partnership landscape in Burundi to advance children's rights and well-being.

Purpose for the job:

Under the supervision of the Chief of Communication, Advocacy and Partnerships; the Partnership and reporting Specialist will be responsible for enhancing multi-stakeholder and innovative partnerships, linking with the private sector, public donors, financial institutions, NatComs and civil society to leverage resources for children. He/She will work in close articulation with the Communications and program colleagues to enhance a strong focus on programme results, advocacy and resource mobilisation, using a variety of partnership platforms. He/She 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 overall tasks of the Partnership and reporting Specialist will be to support partnerships and resource mobilization initiatives in adherence to the RM Strategy 2024-2027 in a timely and cost-effective manner. Provide strategic and programmatic support to senior management and programme staffs in engaging with donors and other partners. Specifically the Partnership and reporting Specialist task will have two components:

1. Quality assurance of proposals and follow up of partnership and resource mobilization efforts
2. Quality assurance of donor reports

III. Key functions, accountabilities and related duties/tasks:**Quality assurance of proposals and follow up of partnership and resource mobilization efforts**

- Research potential new donors and partnerships including Natcom, foundations, corporations, Bilateral, multilateral donors, high net-worth individuals and advises on renewal strategies and best practices to diversify and increase BCO funding base and ensure successful fundraising strategy, plan and results.
- Develop and follow up on proposals, concept notes, and appeals to potential donors in alignment with country office priorities
- Maintain and expand relationships with existing public and private sector donors through regular communication and engagement: implementation of the office B4R action plan
- Monitor and ensure compliance with partnership agreements, donor conditions and reporting requirements
- 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 strategic analysis of donor contributions and funding gaps with the support of the senior budget associate.
- Undertake analysis and research on the funding landscape and emerging opportunities
- 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.
- Management of UNISON
- Engagement with the private sector:
- Maintain relationship with PPD, HQ, PFP as required

Quality assurance of donor reports

- Oversee the preparation and timely submission of high quality donor reports in accordance with UNICEF policies, formats and branding standards
- Upload submitted donor reports and proposals to the system as applicable and maintain the office's electronical archive of them.
- Maintain the templates, checklists and tools of the office related to donor relations up to date.
- Maintain a coherent system for tracking reports due to donors to ensure that they are submitted in high quality and on time.
- Monitor the multisectoriels et multi-years Grants utilization rate through the Donor Statement by Activity,
- Ensures the allocation of funds follows proposals information and donor requirements
- 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.
- Manage the Grant opening meeting (GOM) based on proposals/cooperation agreements signed with donors
- Consolidate situation reports, humanitarian appeals for the country office
- Maintain and update database/files of donors, partnerships agreements and project documents
- Update and maintain information on all the donor reporting requirements. Ensure Programme Section Chiefs are updated on these requirements and follow up as required.
- 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.
- 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.

IV. Impact of Results

The Partnership and reporting Specialist is a seasoned professional in the field of external relations, in particular partnership development, resource mobilization and donor reporting. The quality of work and external communications/relations performed by the specialist directly impacts on the overall reputation of UNICEF. S/He follows established procedures but is expected to make recommendations on strategies for engagement, knowledge development and communications products. S/He is accountable for high donor satisfaction in terms of proposals, reports and partnership management leading to continued and increased funding for UNICEF in Burundi.

V. Competencies and level of proficiency required

<u>Core Values attributes</u> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability • Sustainability 	<u>Core competencies skills</u> <ul style="list-style-type: none"> • Builds and maintains partnerships (1) • Demonstrates self-awareness and ethical awareness (1) • Innovates and embraces change (1) • Drive to achieve results for impact (1) • Manages ambiguity and complexity (1) • Thinks and acts strategically (1) • Works collaboratively with others (1)
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VI. Skills	
	<ul style="list-style-type: none"> • Diplomatic communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders. • Excellent communication, writing, presentation, and interpersonal skills • Strong research, analytical and organizational abilities • Solid work experience in international development as well as in international donor and partner relations at country level. Good working knowledge of proposal development and reporting standards. • In-depth knowledge of partnership development, policy advocacy and resource mobilization. • Demonstrated ability to formulate new approaches in respect of resources management and outreach- related activities. • Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes. • In-depth familiarity with political and governmental processes • Ability to conduct sound policy analysis.

VII. Recruitment Qualifications	
Education:	Advanced university degree in business administration, communications, international relations, political science, international development, marketing, Fundraising, public affairs, or other related field.
Experience:	At least 5 years of relevant work experience in fundraising, partnerships management, donor reporting, and donor relations. Experience with UNICEF in a similar role is highly recommended.
Language Requirements:	Fluency in French and English required. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset.