



UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

POST NUMBER/ CASE NUMBER: 95209
POST/CASE NUMBER OF SUPERVISOR: 20506
REASON FOR CLASSIFICATION: Revised Tasks and responsibilities
REGION/DIVISION: EAPRO
COUNTRY: Philippines
DUTY STATION: Metro Manila, Philippines
OFFICE: UNICEF Philippines
SECTION: Advocacy and Communication

CATEGORY: NO-2
PROPOSED LEVEL: NO-2
JOB TITLE: Reports Officer
Functional Code:
ICSC CCOG Code:

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 Philippine Country Office is a medium-to-large size country office with its base in Metro Manila. It has a regular field office in Cotabato City which is a "C" duty station. Moreover, the office is in a country highly exposed to natural hazards. The office has its own PFP team which raises funds for its different programmes; including emergencies.

This post reports to the Chief of Advocacy and Communication. Overall framework and direction are provided by the supervisor; the incumbent will work cross-sectoral with different programmes to support reporting needs. S/He is expected to perform independently and take the initiative to inform or consult with the supervisor on problem areas and major constraints. Incumbent receives guidance from the supervisor on major technical issues.

Purpose for the job:

The Reports Officer is tasked to write, edit, coordinate and quality-assure both regular and special informational reporting on UNICEF programmes and advocacy for both

regular development programme and humanitarian/emergency response. S/He ensures consistently high-quality information products and provides direct editing support to donor reports.

III. Key functions, accountabilities and related duties/tasks:

Summary of key functions/accountabilities:

1. Writing, analyzing, editing and synthesizing reports:

- Synthesize complex and large volumes of information from multiple sources,
- Edit and write in relatable, engaging language for wider audiences but also for specialized audiences as appropriate.
- Systematically screen and cross-check internal and external reports, sitreps, information and communication material for accuracy and consistency.
- Handle research and quality assurance of key publications. Support with advice on editorial issues.

2. Communication asset preparation:

- Prepare and systematically update information material (Fact Sheets, FAQs, backgrounders, data tables), briefings, and presentations on the required situations, advocacy and programme activities.
- Support information gathering and information flow across sections and programmes within the CO.
- Prepare advocacy, communication, programmatic presentations, memos, and briefings to be used by the Representative at internal and external briefings.
- Support social media coverage and write or supervise and edit web stories. Ensure UNICEF and partner branding guidance is adhered throughout the communication asset production.

3. Donor reports and proposals:

- Supervise the edit elements of proposals and reports for public and private sector donors
- Coordinate development of the visibility and recognition plans for all the Programme Sections in collaboration with the Office of the Deputy Representative, PME and section chiefs and consultants.
- Build capacity of the office to improve donor proposals and report writing.

4. Support team planning, monitoring and evaluation:

- Assist the Chief in team planning, monitoring and reporting across the advocacy and communication portfolio, to ensure effective delivery and reporting of priority projects.
- Provide ad hoc support to the Section and Chief as needed, including as officer-in-charge.
- Assist in providing feedback to Global and Regional Communication and Advocacy teams on the use and appropriateness of global and regional communication materials such as publications, images and multimedia products.
- Ensure good quality data collection, analysis and evaluation and reporting to ensure effective communication strategies, planning and effective and efficient advocacy.
- Undertake lessons learned review of successful and unsuccessful advocacy and communication experiences as directed by supervisor.

IV. Impact of Results

- Decisions on appropriate communication methodologies and approaches, technical resources are required, quality and appropriateness of information materials produced,

target audiences to be reached, allocation of financial resources, as well as a time-frame for various activities, all of which will affect the achievement of country programme and organizational goals.

- Makes recommendations on appropriate communication strategies to achieve the organization's global goals, and to support UNICEF's mission in the country.
- Inadequate assessment of trends, social and political changes and public interest and omission of important allies. This will result in ineffective strategies and loss of credibility, which will damage UNICEF's image and affect fulfilment of programme objectives and organizational goals.
- Inappropriate materials will lead to a waste of resources and failure to reach target audience(s).

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

iii) Core Competencies for Staff without Supervisory Responsibilities

- 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)
- Drives to Achieve Impactful Results (1)
- Manages Ambiguity and Complexity (1)

VI. Recruitment Qualifications



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| Education: | University degree in Political and Social Sciences, Humanities, Communication, Journalism, Public Relations, English Language and Literature, Creative Writing or a related field. |
| Experience: | Two (2) years of practical professional work experience specifically in report writing, editing, compilation, communication, in print and broadcast media, or interactive digital media. Field work experience. Background/familiarity with Emergency situations. |
| Language Requirements: | Fluency in English and another UN language. Fluency in Filipino and other regional languages are essential the national professional post. |

VII. Child Safeguarding

(Please respond with Yes or No)

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| IS THIS ROLE A REPRESENTATIVE, DEPUTY REPRESENTATIVE, CHIEF OF FIELD OFFICE, THE MOST SENIOR CHILD PROTECTION ROLE IN THE OFFICE, CHILD SAFEGUARDING FOCAL POINT, OR INVESTIGATOR (OIAI)? *: | No |
| IS THIS POST A DIRECT CONTACT ROLE IN WHICH INCUMBENT WILL BE IN CONTACT WITH CHILDREN EITHER FACE-TO-FACE, OR BY REMOTE COMMUNICATION, BUT THE COMMUNICATION WILL NOT BE MODERATED AND RELAYED BY ANOTHER PERSON? *: | NO |
| IS THIS POST A CHILD DATA ROLE IN WHICH INCUMBENT WILL BE MANIPULATING OR TRANSMITTING PERSONAL-IDENTIFIABLE INFORMATION ON CHILDREN SUCH AS NAMES, NATIONAL ID, LOCATION DATA, OR PHOTOS)? *: | No |
| THE SELECTED CANDIDATE FOR THIS POSITION WILL BE REQUIRED TO ENGAGE WITH VULNERABLE CHILDREN*: | No |

| VI. Signature | |
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| Lely Djuhari Advocacy and Communication Chief |  Signature Date 25 September 2024 |
| Oyunsaihan Dendevnorov Representative |  Signature Date 25 September 2024 |