|  |  |
| --- | --- |
|  | **UNITED NATIONS CHILDREN’S FUND**  **JOB PROFILE** |

|  |  |
| --- | --- |
| **I. Post Information** | |
| Job Title: **Report Specialist**  Direct supervision of **Reporting Specialist /P3** and technical supervision of **Chief of SBC/P5** and **Chief of Health/P5**  Organizational Unit: **Programme, SBC**  Post Location: **DRC/Kinshasa** | Job Level: **Level 3** Job Profile No.:  CCOG Code:  Functional Code:  Job Classification Level: |

|  |
| --- |
| II. Organizational Context and Purpose for the Job |
| For 70 years, UNICEF works in 190 countries and territories to promote children's survival, protection, and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality primary education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations, and governments.  UNICEF's 2020-2024 country program aims to demonstrate the impact and value of investing in sustainable institutional and community systems and policies for child survival, growth, and development in the Democratic Republic of Congo. At the heart of UNICEF's results are the strengthening of national and sub-national systems and capacities to address geographic and gender inequalities and the extension of replicable models of multi-sectoral intervention programs in selected health zones. Program results are articulated around health, nutrition, WASH, education and learning, child protection, social inclusion, and resilience. Humanitarian action, early childhood development, and adolescents are integrated into the program's outcomes.  **The purpose of the job:**  Under the direct supervision of the Reporting Specialist, Relations Unit (DRU), and technical supervision of the Chief of Health and the Chief of SBC, the Reporting Specialist will strengthen UNICEF’s response to health emergencies and support immunization activities by helping the UNICEF DRC SBC and Health sections’ current and potential donors understand and appreciate the work done to impact the life of millions of children positively. The Reporting Specialist will develop high-quality communication documents and processes to: help shape UNICEF’s projects and interventions (donor proposals and reports, data analysis), develop ad-hoc quality communication materials, and report on the key progress and achievements generated by UNICEF DRC SBC and Health sections. |

|  |
| --- |
| III. Key function, accountabilities, and related duties/tasks |
| **Summary of key functions/accountabilities:**  The Reporting Specialist is a perfectly bilingual professional in communication with solid project management skills. S/He follows established procedures but is expected to recommend strategies for engagement and communications products. The Reporting Specialist is accountable for quality, substantive input, and ability to project a competent and trusted image of UNICEF to partners through the communication products they will develop.   1. Development of donor proposals and reports 2. Multisectoral Grant Coordination between SBC and Health Sections 3. Data Analysis and tracking of indicators 4. Creative/Strategic writing for donor’s communication and advocacy |
| The Reporting Specialist will perform the following functions:   1. **Development of donor proposals and reports**  * Work with the SBC, Health, other relevant sections, DRU team, Communication team, and field offices to develop high-quality concept notes, funding proposals, and reports by standardizing formats and contents and ensuring adherence to donor requirements and UNICEF standards and guidelines. Provide quality assurance of proposals and reports. This includes ensuring effective coordination of all actors involved, gathering information, consolidation, editing, layout, selecting the right photos, infographics, and branding all required reports, which include donor reports, specific thematic reports, and consolidated emergency reports. * Share, maintain, and update information on all donor and programme reporting requirements. Provide SBC and Health section chiefs and field offices with regular updates on these requirements and follow up as required to ensure the timely inputs, clearance, and submissions of high-quality final proposals and reports to the DRU team. * Using Sharepoint and OneDrive, maintain a coherent and central system for filing reports submissions and manage the system for tracking reports due and grant-related information management for SBC and Health sections to support the response to health emergencies. * Provide technical support and capacity building to SBC and Health programme staff and partners on reporting requirements, formats, templates, and tools. * Contribute to developing and implementing resource mobilization strategies and plans for SBC and Health programme sections and provide support to ensure timely narrative and budget reporting requests are submitted. * On a need basis, support additional communication materials effectively presenting UNICEF DRC SBC and Health Section’s results, including but not limited to Annual Reports, Situation Reports, and other types of reports.  1. **Multisectoral Grant Coordination between SBC and Health Sections**  * Once funding is secured, work in close collaboration with the SBC and Health section programme staff, the DRU team, the external Communication team, and Planning Monitoring and Evaluation team, and lead the grant kick-off process (coordinate the grant kick-off meeting, help identify communication and donor recognition needs, identify opportunities for increasing visibility of studies/evidence generated by the intervention).  1. **Data Analysis and tracking of indicators**  * Development of tools and dashboards for data collection and presentation of results to support UNICEF SBC and Health sections programme implementation. * Ensuring accurate and consistent information flow, data analysis, and tracking of section indicators monthly.  1. **Creative/Strategic writing for donor’s communication and advocacy**  * Work closely with the SBC and Health programme staff and the communication team to develop high-quality human-interest stories and communication material for donors; this may also include the need to visit the field visiting several UNICEF projects, interview beneficiaries, and document the results achieved. * Develop ad-hoc communication materials to increase the visibility of the knowledge and the evidence generated by UNICEF programs. This may include developing presentations, one-pagers, virtual or in-person events, etc. |

|  |
| --- |
| IV. Impact of Results |
| The strategic and practical development and implementation of SBC capacity strengthening and innovation promotion activities and resources for immunization will contribute to UNICEF’s ability to promote social, political, and economic action and changes in behaviors, social attitudes, beliefs, harmful social norms and actions by communities, individuals and society on children’s rights, survival, and wellbeing. This, in turn, contributes to enhancing the ability of UNICEF to fulfill its mission to achieve sustainable, locally owned, and concrete results in improving Key Results for Children for the survival, development, and well-being of children in the DRC.  SBC and Health Sections' response to reporting and documentation needs is highly improved through on-time quality contribution to donor proposals, donor reports, Sitreps, CER, and mid and final annual UNICEF reports, and enhanced data quality and data analysis support informed decision marking and fundraising. |

|  |
| --- |
| **V. UNICEF values and competency Required (based on the updated Framework)** |
| **i) Core Values**   * Care * Respect * Integrity * Trust * Accountability * Sustainability   **ii) 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) * Drive to achieve impactful results (1) * Manages ambiguity and complexity (1)   **\***The 7 core competencies apply to all employees. However, the competency Nurtures, Leads, and Manages people only applies to staff who supervise others. |

|  |  |
| --- | --- |
| **VI. Recruitment Qualifications** | |
| **Education** | An advanced university degree (Master) in Social sciences, Statistics, Planning development, Communication, Journalism, Sociology, Public Relations, Marketing, or a related area. |
| **Experience** | At least five (5) years of professional experience in Reporting, communication, Programme monitoring and evaluation, Fundraising, and Marketing.  The ability to graphically synthesize complex information and develop compelling presentations will be considered an asset.  Previous experience with report/proposal editing, formatting, and data analysis will be considered an asset.  Experience in international organizations, NGOs, or UN agencies will be considered an asset.  Project management experience (either in the private or non-profit sector) is considered an asset.  Proficiency in MS Office Suite (Word, Excel, PowerPoint) is required. |
| **Language Requirements:** | Complete professional fluency in English and French in writing and speaking. |

|  |  |  |
| --- | --- | --- |
| **VI. Signatures – Job Description Certification** | | |
| **Name: Caterina Michelini** | **Signature**: | **Date:** |
| **Title:** Report Specialist - Supervisor | | |
| **Name: Katya Marino** | **Signature**: | **Date:** |
| **Title:** Deputy Representative | | |
| **Name: Grant Leaity** | **Signature**: | **Date:** |
| **Title:** Representative | | |