



**UNITED NATIONS CHILDREN'S FUND  
SPECIFIC JOB PROFILE**

**I. Post Information**

Job Title: **Reports Officer**  
Supervisor Title/ Level: **Partnerships Specialist (501716)**  
Organizational Unit: **Programme Planning and Monitoring**  
Post Location: **Harare, Zimbabwe Country Office**

Job Level: **Level 1**  
Job Profile No.: **ZIM22006**  
CCOG Code: **1A02**  
Functional Code: **PMA**  
Job Classification Level: **Level 1**

**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. Therefore, 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.

**Job organizational context**

The Reports Officer will support the UNICEF Zimbabwe Country Office in developing quality programme and donor reports, will support partnership management efforts by working with colleagues and management to align UNICEF donor reports with requirements from different donors / partners, and organizational requirements.

**Purpose for the job**

Under the supervision and guidance of the Partnerships Specialist (Post No. 501716), the Reports Officer will be primarily responsible for follow-up, production/strengthening of evidence and result-based reports. S/he will support quality assurance of programme implementation through reporting, preparation of situation reports, internal and external updates, periodic donor reports and knowledge management.

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

#### Summary of key functions/accountabilities:

1. Reporting
2. Knowledge Management / Sharing
3. Support contribution management efforts
4. Capacity development

Within the delegated authority and the given organization set-up, the incumbent will be accountable for the following duties:

#### 1. Reporting

- Support in the planning, tracking and preparation of donor reports to ensure that all reports are submitted in a timely and accurate manner as per donor and UNICEF reporting requirements
- Assist in standardizing formats, contents and ensuring adherence to donor/UNICEF global standards and requirements/agreements
- Support in donor report follow-up with the programme sections / team, conducting quality assurance on all donor reports
- Work closely with programme sections and the communication team to ensure that all reports have a vibrant Human-Interest Story adequately demonstrating the impact of the funding support
- Conduct and support field validation missions and ensure that progress in the field is adequately and accurately reflected in the donor reports
- Ensure that the Donor feedback form is attached to all donor reports and feedback is taken into account for succeeding reports
- Ensure certified financial statements are shared with partners

#### 2. Knowledge Management / Sharing

- Assist in updating and maintaining information on all the donor reporting requirements ensuring section heads and programme officers are updated on these requirements and follow-up as required
- Support capacity enhancement of programme teams on relevant guidelines for reporting and tenets of quality donor reporting – both narrative and financial
- Participate in key events, review meetings and represent UNICEF as and when required supporting note taking for follow-up actions
- Support key actions to programme effectiveness and delivery of results as maybe guided by the Partnerships Specialist and Section Chief
- Ensure all reports are uploaded on the UNICEF Donor Report Portal while conducting regular updates of UNISON / Salesforce including processing due diligences
- Supporting organizing and participating in partnership engagements including coordinating and consolidating briefing notes with the programme teams

#### 3. Support contribution management efforts

- Provide support for monitoring and maintaining complete records of all contributions (Grants, funding proposals, contribution agreements, donor reports, etc.). Propose and /or undertake action on operational procedures to ensure there are effective work processes on contribution management and donor report submission in the CO as well as proper and efficient system of managing the records of CO donor reports / proposals.

#### 4. Capacity development

- Identify capacity strengthening needs in the CO for capacity building on reporting; accordingly, design, prepare and implement various trainings or on-site support to CO as deemed appropriate to ensure that the relevant staff have the most up-to-date information on reporting guidelines and requirements.

#### IV. Impact of Results

The Reports Officer is a professional in the field of donor reporting. The quality of work directly impacts on the professionalism of the incumbent and the overall reputation of UNICEF. Incomplete documents or non-compliance with donor conditions can result in donor dissatisfaction. This will result in damage to UNICEF credibility both within the Zimbabwe programme and to UNICEF globally and ultimately could affect amount of funds raised and subsequent achievement of country programme goals. The Reports Officer follows established procedures but is expected to coordinate with the supervisors and other colleagues on donor reports.

#### V. Competencies and level of proficiency required

i) **Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) **Core Competencies**

- 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)

#### VI. Recruitment Qualifications

Education:	A university degree in social sciences or other relevant discipline is required.
Experience:	A minimum of one year of relevant professional experience is required. Experience working in a developing country is considered as a strong asset. Background and/or familiarity with emergency is considered as a strong asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

## VII. Child Safeguarding Risk Assessment

Is this position considered as 'elevated risk role' from a child safeguarding perspective?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, check all that apply
Direct contact role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.
Child data role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos).
Assessed Risk Role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate the number of hours/months of direct engagement with particularly vulnerable children
Safeguarding response role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No