



UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Partnerships Specialist (Reporting)**
Supervisor: **Partnerships Manager**
Organizational Unit: **Representation**
Post Location: **Kinshasa, DRC**

Job Level: **Level 3**
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level: **Level 3**

II. Job 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 nations.

Job organizational context and purpose for the job:

UNICEF DRC has a good donor base and an average of 140 donor reports must be submitted yearly. In addition to regularly reporting to its donors, the office prepares proposals, annual reports, annual management plans, and advocacy papers. With increasing donor fatigue restriction on financial resources, demands for results-based management, results-based budgeting and effective results reporting and the need to sustain organizational priorities, responding timely to donor needs and largely documenting our achievements is an effective way of contributing to resource mobilization.

Under the general supervision of the Resource Mobilization Manager, the Partnerships Specialist (Reporting) will be accountable for strengthening the quality and timeliness of its donor reporting; managing donor reporting processes, funding amendments (including no cost extensions) and quality assurance of all donor reports (interim, annual and ad hoc) in collaboration with programme sectors; preparing donor proposals; and deepening collaboration with key stakeholders. S/He may also serve as focal point and resource for colleagues on specific donors / thematic areas of strategic relevance for partnership development. The key result is to ensure greater visibility for UNICEF and influence in support of its mission.

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

Ensure timely, quality donor reporting (70%):

1. Coordinate with CO programme and CFO (Country Field Offices) colleagues to ensure good quality and timely contribution management by assisting in the drafting of reports as well providing guidance and quality control on donor reporting and requirements.
2. Ensure that adequate processes and systems are in place in the Country Office for donor report planning and production and propose and / or undertake action on operational procedures to ensure there are effective work processes that ensure compliance with requirements and conditions of donors and of UNICEF on donor report submissions in the CO.
3. Ensure the timely submission of quality donor reports, including compliance with UNICEF quality standards and coherence between financial and narrative information.

4. In collaboration with WCARO, provide oversight, technical support and guidance to the country office regarding contribution management and reporting issues. Improve systems and processes to monitor grants and performance against key indicators related to contribution management and donor reporting. Ensure compliance with UNICEF standards and guidelines on oversight of CO's donor reports, including managing a quality assurance system of annual sampling and feedback.
5. Propose and /or undertake action on operational procedures to ensure there is a proper and efficient system of managing the records of CO donor reports / proposals.
6. Identify capacity strengthening needs in the CO and CFOs for capacity building on resource mobilization and contribution management; 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.
7. Contribute to the preparation of key briefing materials for the CO Management.
8. Prepare status reports required for management, donors, budget review, programme analysis, annual reports, etc.
9. Support on data and knowledge management for more effective, efficient and needs.

Strengthen partnerships and Contribution management (10%):

1. Develop and maintain systems to strengthen institutional memory related to partnerships and ensure timely follow-up to donor interactions.
2. Advise the Partnerships Manager and Deputy Representative on systems for monitoring sensitive grants.
3. Contribute to efforts to analyze and communicate to donors the cost of doing business, and to strengthen grant management practices to ensure implementation fully complies with the donor agreement.
4. Liaise with the Regional Office, Headquarters and financial and non-financial partners on partnerships-related issues.
5. Ensure that the communications section and programme section are fully aware of donor recognition requirements, facilitate the production of quality donor recognition products as needed, and ensure that these products are regularly shared with donors.

Prepare donor proposals and contribute to deepening collaboration with key stakeholders (20%):

1. Coordinate with CO programme and CFO (Country Field Offices) colleagues to support the drafting of good quality and timely proposals as well providing guidance and quality control on donor reporting and requirements.
2. Seeks and promotes new partnerships and resource mobilization opportunities, working with UNICEF colleagues to identify partnership and resource mobilization needs and broker resource mobilization agreements to meet those needs.
3. Receives and screens inquiries from potential collaborators and facilitates communication with appropriate UNICEF staff. Scans and scouts external environment within designated partnership area for opportunities and risks and shares information in a timely fashion with relevant UNICEF staff.
4. Provides strategic, logistical and programmatic support to senior management and other UNICEF staff in corporate engagement and interaction with assigned partners.
5. Develops and maintains deep knowledge and familiarity with current and prospective partners and relevant stakeholders, contributing to a database of key contacts and to UNICEF's base of knowledge on partnership and resource mobilization.
6. 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 Partnerships Specialist (Reporting) is a seasoned professional in the field of reporting, partnership development and resource mobilization. S/He follows established procedures but is expected to make recommendations to supervisor on how to improve and streamline reporting from partners and scheduling and improving donor reports and communication. Incorrect and/or late reporting can directly impact on the overall reputation of UNICEF. Incumbent must work independently within the key assignments. The Partnerships Specialist (Reporting) is accountable for quality, substantive input and ability to project a competent and trusted image of UNICEF to partners.

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 with Supervisory Responsibilities)**
- Nurtures, Leads and Manages People (1)
 - Demonstrates Self Awareness and Ethical Awareness (2)
 - Works Collaboratively with others (2)
 - Builds and Maintains Partnerships (2)
 - Innovates and Embraces Change (2)
 - Thinks and Acts Strategically (2)
 - Drive to achieve impactful results (2)
 - Manages ambiguity and complexity (2)

VI. Skills

- 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.
- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.
- In-depth knowledge of partnership development 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.
- Excellent communications skills, verbal and written.
- In-depth familiarity with political and governmental processes
- Ability to conduct sound policy analysis.

VII. Recruitment Qualifications

Education:	An advanced university degree in Communication, Journalism, Public Relations, Political Sciences, Development studies, Social/Behavioral sciences (Sociology, Anthropology, Politics, International Development, Health Education) or any other related field. *A first university degree with a relevant combination of academic qualifications and additional years of professional work experience in the area of reporting and knowledge management may be accepted in lieu of advanced university degree.
Experience:	A minimum of five years professional work experience in one or more of the following areas is required: advocacy and communication, reporting, knowledge management, fund raising, programme management, or monitoring and evaluation. Advanced ability to express clearly and concisely ideas and concepts in written form. Specific skills in report writing and editing.
Language Requirements:	Fluency in French and English required. Knowledge of local working language of the duty station is an asset.