

1. Job Type

## 2. Job Information

Title

Functional Group - Level 1  Grade

Functional Group - Level 2  Job Code

Functional Group - Level 3  CCOG Code

Functional Clearance Required

### FOR EXPERT POSITIONS ONLY

Position Number  Location

Supervisor Position Number

Supervisor's Title  Supervisor Grade

## 3. Organizational Setting and Work Relationships

Under the overall guidance of the Senior Donor or External Relations Officer or other Senior Management, the Reporting Officer contributes to production, editing and quality control of reports for his/her Area of Responsibility (AOR). By systematization and sharing of accurate and timely information, the Reporting Officer promotes the vision, mission, and strategic goals of UNHCR.

The Reporting Officer establishes close contacts with all UNHCR Sections in the AOR to gather and analyse information. He/she maintains effective professional relationships with a wide variety of donors, operational and implementing partners, UN agencies, and other stakeholders to gather, analyse and disseminate information about activities of UNHCR and its partners.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

## 4. Duties

- Keep abreast with all developments in the Country Operation/Bureau/Division or other entity to prepare appropriate briefings and reports.
- Draft regular daily, weekly and monthly up-date for internal and external audience (including donors and media).
- Consolidate and analyse data on programme implementation, achievements and indicators in all sectors under area of responsibility (AoR) in order to facilitate the preparation of periodic reports and activity-specific reports as may be required and ensure timeliness of such reports.
- Participate in annual reporting and planning process.
- Work closely with Information Management to ensure accurate and attractive data presentation, including maps.
- Support the monitoring of UNHCR's partnerships and consolidate information about partners' activities.
- Prepare briefing kits and presentations for missions and visitors.
- Prepare reports for donors, in compliance with specific donor requirements. Make efforts to enhance donor satisfaction by ensuring quality reporting on programmatic results to donor; Assist in providing visibility for donors' contributions to UNHCR.

- Research/analyse, interpret and also, monitor and review information and data from regular and wide variety of sources for internal and external reporting.
- Prepare and distribute minutes of meetings.
- Provide technical support, training and clarification on UNHCR's reporting policies and deadlines.
- Collaborate closely with information counterparts in other UN agencies and NGOs to ensure accurate data presentation, graphics and maps and effective information dissemination on refugee issues.
- May prepare press releases; conceptualize, draft and edit stories for external communications products and support all aspects of its production, including fact checking, proofreading and quality control.
- Where relevant, contribute to UNHCR's coordination endeavours across sectors, including through reporting, advocacy, resource mobilization and other support as may be required.
- Perform other related duties as required.

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## 5. Minimum Qualifications

### Education & Professional Work Experience

#### Years of Experience / Degree Level

*For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree*

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#### Field(s) of Education

*Journalism;  
International relations;  
or other relevant field.*

*Public Administration;  
Political Science;*

*Communication;  
Law;*

(Field(s) of Education marked with an asterisk\* are essential)

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#### Certificates and/or Licenses

*Not specified.*

(Certificates and Licenses marked with an asterisk\* are essential)

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#### Relevant Job Experience

##### **Essential**

Conducting, participating in and reporting on meetings, and drafting reports. Programme/project development, planning, implementation, and/or monitoring

##### **Desirable**

Experience in a field mission and at Headquarters / in the UN Common System and country context. Experience undertaking operational and analytical work in the field of international affairs, international security, humanitarian affairs, development or journalism. Donor relations or liaison with media.

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#### Functional Skills

*CO-Strategic Communication;  
IT-Computer Literacy;  
PG-UNHCR's Programmes;  
UN-UNHCR Operations, mandate, principles and policies;  
DM-Data collection methodologies;*

(Functional Skills marked with an asterisk\* are essential)

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## **Language Requirements**

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***

*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***

*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

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## **6. Competency Requirements**

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

### **Core Competencies:**

*Accountability*

*Communication*

*Organizational Awareness*

*Teamwork & Collaboration*

*Commitment to Continuous Learning*

*Client & Result Orientation*

### **Managerial Competencies:**

*Judgement and Decision Making*

### **Cross-Functional Competencies:**

*Analytical Thinking*

*Planning and Organizing*

*Political Awareness*

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All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

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This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.