



## UNITED NATIONS CHILDREN'S FUND JPO Request Form



### Training and Learning Plan

- ✓ Participation in a one-week JPO Induction Programme in New York.
- ✓ Guidance and advice in relation to training opportunities within the field of expertise.
- ✓ Use of yearly JPO training funds for internal/external training opportunities.
- ✓ Participation in the Mentoring, Coaching, and Career Counselling and Career transition programmes;
- ✓ Encourage field mission and/or stretch assignment during and after the 2<sup>nd</sup> year

In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

Please also mention the following:

- ✓ Career prospects and potential for retention:
  - UNICEF Agora e-learning platform with vast learning courses the JPO can benefit
  - UNICEF-organized group training in Rwanda CO
  - UNICEF-organized webinars on the relevant topics.

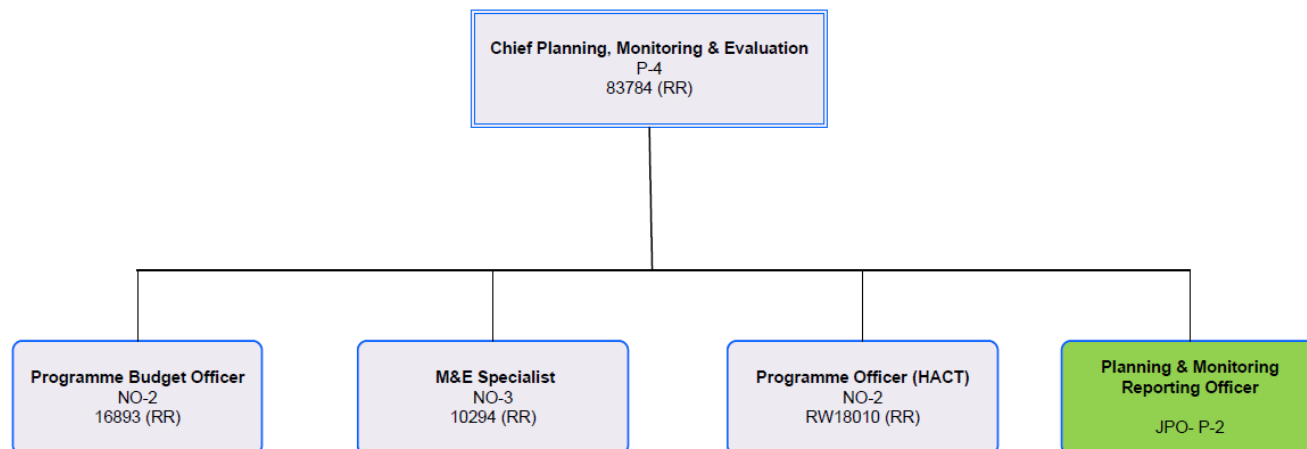
- ✓ Supervisor's experience in coaching and development of young professionals:
  - UNICEF RCO will provide coaching and mentoring support to the JPO on career pathways and competency development. UNICEF RCO has various staff have certification on coaching programme and can offer support.

#### Information and living condition of Duty station: [For Filed Office locations only]

General Information	<p>Rwanda is known as the land of a thousand hills. Its friendly people offer unique experiences in one of the most remarkable countries in the world. It is blessed with extraordinary biodiversity, with incredible wildlife living throughout its volcanoes, montane rainforest, and sweeping plains.</p> <p>Rwanda is an excellent hub for meetings and events, with world-class facilities. Kigali, the capital city extending across several hills and valleys, is pleasantly low-key yet dynamic and progressive, with just over one million inhabitants. The capital is clean, safe, green, and developing rapidly whilst retaining its attractive character.</p> <p>Kinyarwanda, English, French, and Kiswahili are widely spoken in the country. Kinyarwanda is the national language, while English, French, and Kiswahili are the official languages.</p> <p>The United Nations system in Rwanda consists of 22 UN agencies, programmes, and funds, both resident and non-resident. Since 2008, they have been delivering as one: 'One UN'</p>
Security	<p>The Security Level in Rwanda is classified as Low (Level 2) as per the UN security management system in Rwanda. The streets are safe in most areas. During the evenings, there is a military and police presence patrolling most of the city streets which makes the streets even safer</p>
Housing	<p>Different types of long-term accommodation are available in Kigali: standalone houses, houses in gated compounds, apartments. These could be furnished and/or unfurnished. There are Agencies that could help to find accommodation, such as AGS et more.</p>
Schools & Childcare	<p>Most of international staff's children attend international schools with an academic system that is widely recognized abroad. International schools often include a kindergarten and pre-school classes (sometimes even a nursery) for younger kids. Most international schools teach in English and French, and one can chose between the two. The One UN Welcome Package has useful information on international schools in Rwanda.</p>
Work for spouses & partners	<p>Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit must be applied for through the same hiring organisation.</p>

#### Reporting line of the JPO

**UNICEF Rwanda**  
**Planning, Monitoring & Evaluation Section**



**\*\*\*You may use the GJP or use the Specific JD for the below sections\*\*\***



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

**I. Post Information**

Job Title: Planning, Monitoring (Reporting) Officer  
 Supervisor Title/ Level: Chief of PME (P4)  
 Organizational Unit: Planning, Monitoring and Evaluation (PME) Section  
 Post Location: Kigali

Job Level: P2  
 Job Profile No.:  
 Job Classification Level: P2

**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:**

UNICEF implements programme activities with the support from many donors and has got obligations to report programme results with increased visibility. The office requires additional human resources to ensure delivering quality results for which the office looking for a reports specialist. To strengthen the office's existing and new partnership opportunities, there is a pressing need to deploy a technical assistance to support the office's sound donor reporting both in emergency and non-emergency contexts. The assistance will also be extended to quality assurance of other advocacy and resource mobilization documents to leverage partnerships.

**Purpose for the job:**

**Task description**

Under the direct supervision of Chief PME, who provide support to the Deputy Representative to oversee the office planning, monitoring, evaluation and reporting function, the UNV will support the Country Office resource mobilization and knowledge management. He/she will be responsible for managing a donor profile database, coordinating, reviewing and providing quality assurance of all concept notes, proposals and donor reports, and preparing briefing notes and advocacy materials for high-level and donors' visits. The UNV will also contribute to building capacity of the CO's staff on results-based reporting.

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

1. Support the Country Office Resource Mobilization and partnership building
2. Coordinate and monitoring and donor proposals and donor reporting
3. Support the Country Office knowledge management and reporting

***1. Support the Country Office Resource Mobilization and partnership building***

- Support the development and implementation of overall country fundraising strategy in collaboration with the Deputy Representative, Chief of Communication, Advocacy and Partnerships section (CAP), Chief of PME, and programme sections
- Monitor, analyze and gather intelligence of donors and funding trends, and support identification of funding opportunities for UNICEF Rwanda Country Programme.
- Develop donor relations contact lists/databases, donor profiles, their priorities and interests to sustain high-level advocacy and fundraising efforts by the country office leadership.
- Contribute to preparing quality strategic and partnership documents including donor reports, funding proposals and presentations and so on. This includes compiling data and inputs, reviewing, editing and

formatting in collaboration with programme sections and the Communication, Advocacy and Partnerships section (CAP), based on the internal quality control mechanism.

- Enhance positive relationships with donors through timely, accurate and quality reporting and monitoring of donor interests and information needs. This includes gathering of information, consolidation, editing and production of all required reports on contributions to the Country Programme.
- Support donor and partners' field missions through the preparation of briefing documents in coordination with programme sections.
- Maintain effective internal relationships/liase effectively with programme teams, regional office, and PPD on partnership issues.

## ***2. Coordinate and monitoring donor proposals and donor reporting***

- Develop, maintain and update information systems to support effective fundraising, in particular pipeline information and trends, donor report tracking and monitoring, and donor contract management requirements
- In collaboration with program teams, coordinate and support the delivery and review of donor proposals and related submissions in line with overall agreed quality standards. Develop and implement an effective system for tracking the receipt, allocation and use of funds for country programme and for humanitarian action and ensure accurate requirement of funds, receipts, and gaps that are verifiable across financial and reporting systems
- Support the coordination, preparation, quality assurance and timely delivery of donor reports and related contract management submissions in line with agreed overall standards and relevant external donor requirements.

## ***3. Support the Country Office knowledge management and reporting***

- Support the Country Office to develop, implement and monitoring knowledge management strategies and action plans.
- Review and analyze the Country Office donor proposal, donor reports and other programme documents. Identify key information and produce knowledge products, such as briefing notes, concept notes, communication materials, and other documents.
- Collaborate with other staff to compile, produce and disseminate other mandatory UNICEF reports and programmatic documents as requested by the supervisor.
- Undertake any other tasks within the scope of this position as requested by the supervisor.

## **IV. Impact of Results**

The efficient and effective technical, administrative and operational support provided to the development and implementation of the Resource Mobilization Strategy and donor relationships directly impact on the ability of UNICEF to deliver effective programme strategies and intervention to support children's rights, survival and

wellbeing in Rwanda. This in turn contributes to enhancing the ability of UNICEF to fulfill its mission to achieve sustainable and concrete results in improving the survival, development and wellbeing of children in the country.

## V. Competencies and level of proficiency required

### Core Values attributes

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

### Core competencies skills

- 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)

### Functional Competencies

- Persuading and influencing (1)
- Applying technical expertise (1)
- Learning and researching (1)
- Planning and organizing (1)

## VI. Recruitment Qualifications

Education:

A Master's degree in one of the following fields is required: Social science, development studies, international relations, or related field

Experience:

A minimum of two years of professional experience in one or more of the following areas is required: e.g. social development programme planning, monitoring and reporting, knowledge management, partnership building, public advocacy or another related area.

Relevant experience in a UN system agency or organization is considered as an 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.