

Reporting Officer Profile

Various Locations

Grade: Junior (P2), Mid (P3) Level Positions

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. It is constantly seeking talented, compassionate candidates with high-integrity to strengthen its capacity to respond urgently to crises with the right skills. Given the nature of UNHCR's work, it is essential that its workforce has the right mix of skills and qualities to fulfil its mandate. In this regard, Division of External Relations at UNHCR is looking for talented individuals to complement the team.

Typical Functions may include:

- Keep abreast of all developments in the activity to prepare appropriate reports, briefing and background notes, and other documentation as required
- Liaise closely with all Units in order to gather and collate accurate data about refugees and assistance activities
- Consolidate and analyse data on programme implementation and indicators (e.g. nutrition, health, water and sanitation) in order to facilitate the preparation of periodic reports, i.e. Sitreps, activity-specific reports, as required
- Work closely with Information Management and GIS staff, where applicable, to ensure accurate and effective data presentation, graphics and maps
- Prepare and distribute minutes of the co-ordination meetings
- Prepare information as required for missions and visitors on UNHCR activities
- Assist in providing visibility for government contributions to UNHCR
- Draft and/or check reports
- Draft narrative and financial reports on contributions, in compliance with specific donor requirements

General Requirements for All Levels:

- Proven English drafting and editing skills (or another language in cases where the office's work and reporting is not in English)
- Thorough knowledge of UNHCR operational activities, its relief and protection programmes, funding needs and strategic priorities
- Understanding of challenges faced by field operations, problems of implementing programmes and constraints of negotiating with local authorities and persons of concern
- Familiarity with UNHCR budget structure and relevant donors' reporting requirements

- Experience with UNHCR / other UN Agency in fund raising, programme management or external relations is an asset
- Excellent communication abilities with strong interpersonal and negotiation skills
- Excellent command of English and another relevant UN language (written, oral, comprehension) and highly developed drafting skills
- Excellent computer skills (MS Word, Excel and PowerPoint essential)

Minimum Qualifications and Professional Experience Required:

For positions at the P2 level

- Education: Advanced University degree in Journalism, Law, International Relations, Economics, Business Administration/Management, Social Sciences or a related fields.
- Job experience: Minimum of 2 years (3 years with a Bachelor's Degree) professional level job experience (external relations, donor relations, policy advocacy, and programme) in humanitarian relief/protection activities.
- Languages: Proficiency in English is required.

For positions at the P3 level

- Education: Advanced University degree in Journalism, Law, International Relations, Economics, Business Administration/Management, Social Sciences or a related fields.
- Job experience: Minimum of 5 years (6 years with a Bachelor's Degree) professional level job experience (external relations, donor relations, policy advocacy) in humanitarian relief/protection activities and in an international capacity.
- Languages: Proficiency in English is required.

To apply, please visit: [international vacancies](#).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.