

## INTERNAL JOB DESCRIPTION

**Job Title:** Report Writer  
**Reports to:** Senior Programmes Manager

Number of subordinates:

## RESPONSIBILITIES

- Support all aspects of programme reporting to ensure that donor reports are accurate and are in compliance to set reporting requirements
- Collate reports, articles, stories from country offices for compilation of quarterly and annual reports according to set reporting timeframes
- Conduct a first level review of reports generated by country offices, including fact checking and revisions as necessary to ensure compliance with specific donor requirements
- Keep abreast of all programme implementation in each country in order to draft appropriate reports, briefing and background notes, and other documentation as requested by donors and affiliate country offices
- Use information from program activities and field reporting to compile quick results information products on program status and impact, including donor request for information and success stories, ad-hoc reporting
- Work closely with M and E staff to consolidate and analyse data on programme implementation and indicators in order to facilitate the preparation of periodic reports as required to ensure accurate and effective data presentation in reports
- Act as internal system administrator for the Sales Force (SF) database to facilitate a smooth day to day use of the system including troubleshooting and provides continuing user support
- Extract relevant data from SF to provide quantitative and qualitative information needed for donor reporting, quarterly and annual reporting
- Track data quality based on review of data generated through standard reporting templates
- Regularly monitor update Sales Force database to ensure that project data is uploaded correctly and is up to date
- Participates in quality assurance activities by validation of data entered on the Sales Force database

- Maintain and update SF programs reporting templates to ensure relevant, accurate and timely program reporting
- Work closely with the M&E unit to produce qualitative and quantitative data for use in donor reports and updates, quarterly and annual reports
- Provide technical assistance data entry and management on Salesforce to country office field staff
- Ensures appropriate access controls and data security on SF
- Support on documentation and dissemination of programme and M&E Information
- Coordinates weekly report outputs, highlights, feedback and follow up
- Perform any other needed duties as directed by supervisors

## **DESIRED COMPETENCES**

- Ability to analyse and communicate complex data in an easily understood way.
- Naturally analytical and have strong eye for compiling both qualitative and quantitative data (reports, articles, case studies, best stories ..) suitable for project monitoring and reporting.
- Well developed ICT skills in order to manage excel databases, and produce tables and graphs suitable for in depth reporting for both internal and external audiences
- Proficiency using relevant online platforms and software for communication, visualisation and data capture (including Word, Excel, PowerPoint and Outlook).
- Excellent verbal and written communication skills.
- Able to work as part of a small team and on own initiative.
- Ability to plan and prioritise own workload, manage conflicting priorities and meet tight deadlines.
- Ability to work under extreme pressure and meeting deadlines;
- Team player with strong experience in multi-cultural and multi-ethnic environments;

## **REQUIRED QUALIFICATIONS AND EXPERIENCE**

- A university degree, in relevant subject areas such as social sciences, development studies, statistics or a related discipline
- A minimum of six (6) years of demonstrated experience in related work in reporting on program implementation, monitoring and results
- Extensive hands on experience and knowledge in handling qualitative and quantitative data for use in donor reporting
- Previous experience in programme/project design and implementation, monitoring and evaluation is desirable
- Knowledge of Sales Force, MS Access, SPSS or similar database management/statistical software package is required;
- Extensive experience in working with INGOs, including field work is preferred
- Experience in the sectors of Education, WASH, Nutrition and Agriculture will be considered favorably.

- Demonstrated competence and skills in report writing in English is required. Knowledge of Portuguese will be a distinct advantage