

Reporting Officer (01 Position)

Location:	Type of Contract	Monthly Gross Salary
Islamabad, Pakistan	HR Contract	Between the range of PKR 100,000 to 139,000 (Depending upon the qualifications/experience upward/downward adjustments can be made)
Starting Date	Application Deadline	Send Application to
01-Nov-2024	20 Oct-2024	hope87.jobs@gmail.com
Duration of initial Contract	Languages Required	Reporting to
01 Year (Extendible)	English, Urdu	Senior Program Manager MEAL

Note: HOPE'87 is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence. HOPE'87 does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Responsibilities/Duties:

1. Propose and discuss report structure and format with the Country Director (CD) and wider team (content presentation, best use of case studies, visual elements, etc.)
2. Work with the wider team to develop detailed and summary profiles of initiatives, sectors, and Prospero a portfolio for use in reports, write ups, website, and social media.
3. Ensure coverage of key sector activities, partnerships, results, also indicating the magnitude of the activity and its lasting impact based on the agreed outline.
4. Review background materials, including but not limited to, Prospero brand guidelines, previous Quarterly and Annual Results Reports, and other published research products (as necessary)
5. Collaborate gathered information through one-on-one (telephone/skype/in-person) discussions with sector and back-office teams.
6. Draft and edit report text – including charts, graphs, and photos, as needed – of not more than 35-40 pages, ensuring accuracy and currency of all content.
7. Design graphics and include photos and maps to enhance and support reporting narrative.
8. Coordinate editorial version of the Annual Report for external publication.
9. Consolidate other input into report annexes, to include financial information, partnerships, and media monitoring, among others.

10. Finalize the Quarterly and Annual Results Report, integrating any feedback from the CEO and ensuring accuracy, clarity, and coherence.
11. Support preparation of any other reporting related documents needed by the donor(s).
12. Compile and analyze the collected data to generate comprehensive reports that reflect program progress, challenges, and achievements.
13. Ensure that all reports are accurate, clear, concise, and professionally presented, suitable for both internal and external audiences.
14. Prepare narrative and data-driven reports in accordance with HOPE'87's quality standards and donor requirements.
15. Guide, provide constructive feedback and jointly work with wider team to develop formats for collecting and compiling necessary data from ICPs to feed into consolidated reports.
16. Analyze qualitative and quantitative data to identify trends, progress, challenges, and areas for improvement in program implementation.
17. Ensure that data analysis aligns with program objectives and supports evidence-based decision-making.
18. Develop reports that meet donor requirements and timelines, ensuring compliance with reporting HOPE'87 and donor formats, guidelines and deadlines.
19. Ensure that internal reporting is done in a timely manner, providing program management with regular updates on project progress.
20. Collaborate with the Program Support Officers and other teams to develop communication materials such as infographics, knowledge products, presentations, and impact stories that effectively convey program results.
21. Contribute to the development of content for newsletters, blogs, and other external communication platforms to showcase HOPE'87's work and achievements.
22. Stay updated on donor reporting guidelines and requirements, ensuring the organization's reporting remains aligned with expectations.
23. Maintain a well-organized archive of all reports and project documentation, ensuring that records are easily accessible for audits, evaluations, or reviews.
24. Ensure the safekeeping and confidentiality of all program-related data.
25. Support other duties related to data management, communication, and reporting as assigned by the Senior Program Manager.

Qualifications:

Education: Bachelor or Master's degree in development studies, statistics, communications, English literature or a related field. A Master's degree is preferred.

Experience: Minimum of **4 years** of experience in project reporting, data collection, analysis, and donor reporting, preferably in the development sector.

Required Skills:

- Strong research, data analysis and report writing skills in English with attention to detail.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and data analysis tools.

- Practical proficiency in Adobe Photoshop, Adobe Illustrator, or other related graphics software is added advantage.
- Excellent communication and organizational skills
- Ability to convey complex information clearly and concisely.
- Strong organizational and time-management skills with the ability to meet deadlines.

Languages: - Proficiency in English and Urdu is required.

Other Requirements:

- Familiarity with donors like (EC, ECHO, USAID, FCDO, UNCHR, etc) reporting requirements.
- Passion for report/essay/case-studies writing.
- A portfolio of previous reports/essays is required as part of the application process
- ***Willingness to travel frequently to field locations, approximately 20-30% of the time. Field locations include Districts Peshawar, Charsadda, Nowshera, Swabi, Haripur, and Quetta, with travel durations ranging from one day to 3-5 consecutive days during certain activities.***