



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

VACANCY NOTICE

Associate Reporting Officer,

Education Section,

Division of Resilience and Solutions (DRS)

Title: Associate Reporting Officer

Vacancy No: CPH/VN/2021/046

Duty Station: Copenhagen, Denmark

Contract Type: UNOPS IICA-1/UNOPS LICA-9 (The vacancy is open to Local and International candidates. The subsequent contact will be issued according to the status of the selected candidate)

Duration: 01 January - 31 December 2022

Closing date: 12 January 2022 Midnight CET

Operational Context

UNHCR, the UN Refugee Agency, is offering an Associate Reporting Officer position within the Education Section, Division of Resilience and Solutions (DRS), in its Copenhagen Headquarters in Denmark.

Education is an integral part of protection for persons of concerns to UNHCR, 50% of whom are children. DRS, in close collaboration with the Regional Bureaus is working on an integrated and holistic approach to support locations in implementing the policies and guidelines on education, especially in terms of solutions where education plays a large role in an individual's ability to plan for their own future, and to contribute to society as a whole.

UNHCR's latest [Education Report](#) shows that only 68% refugee children were enrolled in primary education in 2020. The statistics worsen dramatically in secondary and tertiary education, with only 34% of refugee youth enrolled in secondary education. At the level of higher education (including technical and vocational educational and training as well as university courses), only an estimated 5% of refugee youth are enrolled. With the COVID-19 outbreak causing an unprecedented educational disruption in countries across the globe,

existing inequalities have been exacerbated and refugee children and youth are being at a particular disadvantage. There is a risk that progress made in increased enrolment may be eroded, and that many displaced learners will drop out of school.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

Since 2012, UNHCR has been in partnership with Educate A Child (EAC), a programme of the Education Above All Foundation (EAA) launched and chaired by Her Highness Sheikha Moza bint Nasser of Qatar, to significantly reduce the number of out-of-school children (OOSC) globally. Together with EAC, UNHCR has been providing funding to priority countries to address the issue of OOSC at primary school level. In 2020, UNHCR and EAC renewed and expanded their strategic partnership, and started a new programme phase, running from 2020 to 2022, with activities being implemented in a total of 14 countries across Africa, Asia, the Middle East, and, for the first time, the Americas (Cameroon, Chad, Iraq, Kenya, Malawi, Malaysia, Mexico, Pakistan, Rwanda, South Sudan, Sudan, Syria, Uganda, Yemen). Through their partnership, UNHCR and EAC have helped over 1.25 million displaced OOSC access primary education since 2012.

The Albert Einstein German Academic Refugee Initiative (DAFI) is a UNHCR Tertiary Education scholarship programme offering qualified refugee and returnee students the possibility to earn an undergraduate degree in their country of asylum or home country. Through the dedicated support of the Governments of Germany, Czech Republic and Denmark; and private donors, the programme has supported over 18,500 young refugees to undertake tertiary studies since 1992. In 2020, the DAFI programme was implemented in 53 countries, serving over 8,000 students.

Both the primary education EAC programme and tertiary education DAFI scholarship programme are managed at UNHCR Headquarters level. The Education Section is responsible for the coordination and the production of donor reports for both programmes.

Given the complexity of the EAC programme and the related bi-annual reporting requirements, regular support to implementing country operations ahead and during the reporting process, as well as the production of quality and timely donor reports (including logframe, narrative and

online M&E components), require a high degree of attention. Working closely with the multi-disciplinary Headquarters EAC team made of the Education and Private Sector Partnership (PSP) colleagues (Education Officers, Account Manager, Communications and M&E Officers), the position will provide EAC country operations with support, guidance and capacity-building on technical reporting, ensuring that operations will reach their goal of enrolling and retaining more OOSC in primary education, and meet the objectives and targets set under the programme.

The DAFI programme has an annual global report that is delivered as its primary reporting requirement. The report consists of extensive narrative content about the programme, its strategic objectives and outcomes. The global narrative component is supplemented by a factsheet specific to activities and results achieved in each country; the factsheets address budget, gender disaggregated enrollment, student activities, academic progress and other standard data points. In addition, UNHCR is currently engaged in a global fundraising campaign – *Aiming Higher*, which focuses in its first phase on fundraising for DAFI scholarships. The DAFI annual report will also serve as the main reporting asset for the campaign. In coming years, the report needs to focus on and speak to a broader range of donors and interests. Finally, the annual report on the DAFI programme is one of the primary documents speaking to the global 15by30 target and roadmap, for which the DAFI programme is currently the cornerstone pillar.

Purpose and Scope

The position is under the overall supervision of the Senior Education Officer, with daily contact with the team leads for primary, secondary and tertiary. Working in co-operation with colleagues from the Education Section, UNHCR Educational focal points from Regional Bureaus and country operations, as well as HQ colleagues from the Private Sector Partnership (PSP), the Associate Reporting Officer will support internal and external reporting requirements for the EAC and DAFI programmes in the education section. He/she will also contribute to the broader section work as required and assigned.

Duties and Responsibilities

EAC programme reporting:

- Prepare pre-filled data collection and reporting tools for each EAC country operation ahead of reporting time, as well as detailed practical guidance on technical reporting for each reporting period;
- Support EAC country operations in the collection and analysis of data and narrative information for EAC bi-annual technical donor reporting;
- Produce quality and timely EAC technical reports (including log frame, narrative and online M&E components) that fulfil the donor's reporting requirements;
- Support reporting and fundraising packages for the co-funding component of the programme (EAC matching grants) and provide accurate data and information on activities implemented under the EAC programme for internal and external publications and reports;
- Provide UNHCR and partner staff with guidance and training through capacity-building initiatives focusing on technical reporting (e.g. webinars, workshops, etc.);
- Liaise with the donor on matters related to data collection, reporting, and monitoring and evaluation, and provide timely responses to donor requests;
- Work in close collaboration with Headquarters-based programme/finance and communications colleagues to ensure alignment between technical reporting, financial reporting, as well as communications/visibility materials.

DAFI programme reporting:

- Develop content for the annual DAFI report;
- Work in close coordination with HQ and country teams to develop thematic components, visual content and overall flow;
- Liaise with country teams to populate country factsheets;
- Coordinate copy edit and design processes with external service providers;
- Support mid-year reporting process and reporting to specific donors, as needed.

Essential Minimum Qualifications and Professional Experience Required

The ideal candidate will possess the following qualifications

Education:

Minimum undergraduate Degree in Education, journalism, social sciences, international development, international relations, international humanitarian or human rights law, or a related field.

Working Experience:

Required Experience.

- 3 years relevant professional experience;
- At least 2 years of professional experience in data analysis and reporting;
- Specialised expertise in educational programming, data analysis and reporting desirable;
- Expertise drafting global reports, emphasis on coordination of information from multiple sources, highest quality drafting in English and attention to detail to ensure consistency and accuracy.

Desirable Experience

- Demonstrated understanding of refugee and IDP protection standards and their linkages with education.

Key Competencies

Required;

- Good understanding of matters related to education in conflict and post-conflict situations, particularly with regard to supply and demand barriers to education;
- Familiarity with Sustainable Development Goal 4, the Convention on the Rights of the Child and other global and regional instruments related to education and child protection;

- Knowledge of the UN's and UNHCR's mandate, and policies and procedures related to education as a tool for protection;
- Proficiency in all Microsoft Office tools;
- Excellent written and spoken English required.

Desired;

- Given support to francophone countries, proficient written and spoken French would be an asset.

Location and Conditions

The successful candidate will be placed in Copenhagen, Denmark.

It is a full-time role starting from 8.30am to 5pm Monday to Friday (40 hours per week).

To Apply

Interested candidates should apply online through the [MSRP Portal](#) with a Letter of Interest

- **Job Opening ID 32753: Associate Reporting Officer (UNOPS)**

Local individual contracts apply to a person who is hired in the country in which he or she is to carry out the required functions, regardless of the nationality of the person.

For any technical problems encountered during the online application, please contact the Global Service Desk at HQUSSD@unhcr.org by allowing sufficient time for the resolution of issue.

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.

The deadline for applications is **12 January 2022 midnight CET**