

Reporting Analyst – UNDP

A United Nations agency tasked with helping countries eliminate poverty and achieve sustainable economic growth and human development

Location: Beirut, Lebanon

Deadline for application: April 15, 2024

Contract Duration: 1 year

Major: degree in Political Science and International Affairs, or any related field

Experience: 2 – 4 years of experience

Major Responsibilities:

- Develop and update LHSP CO risk log.
- Provide inputs to the development of Monitoring, Review and Evaluation plans that will provide the most relevant and strategic information toward achieving UNDP expected results, while being compliant with UNDP and donors' evaluation and monitoring requirements, including LCRP indicators particularly for Livelihood and Social Stability Sectors.
- Contribute to evidence-based decision-making on projects' design/formulation and implementation, notably through making monitoring, defining qualitative and quantitative indicators, and review and evaluation user-friendly and informative products/templates.
- Ensure that all TORs, inception reports, and final reports are in line with the HQ Evaluation guidelines.
- Support the LHSP staff in the development of donor proposals.
- Develop all donors' quarterly and final reports.
- Support the UNDP CO in successfully accomplishing the yearly reporting requirements of the UNDP HQ and Regional Bureau.

Additional Requirements:

- Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals.
- Ability to make an independent judgement based on set criteria and benchmarks -Ability to anticipate client's upcoming needs and concerns.
- Ability to communicate in a clear, concise, and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience.
- Ability to manage communications internally and externally, through media, social media and other appropriate channels.
- Ability to use objective problem analysis and judgement to understand how interrelated elements coexist within an overall process or system, and to consider how altering one element can impact on other parts of the system.
- Ability to identify and organize action around mitigating and proactively managing risks.

- Experience in the use of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of web-based management systems such as ERP.
- Desired skills in addition to the competencies covered in the Competencies section.
- Experience in crisis support program.
- Experience in preparing donor reports.
- Experience providing quality assurance and control.
- Proficiency in English is required.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb;
Ext. 7801; 7802