**Job Description:**

Reporting Coordinator

**Reports to:**

Program Manager

**Key Responsibilities/Duties**:

* Responsible for development, and on-going support of custom reports according to the project need.
* Designs, builds, and maintains reports using relevant technology, tools and data.
* Ensure reporting accuracy and stability.
* Provide end-user support for reporting.
* Extend capability of reporting through statistical analysis.
* Provide technical expertise in report development to include project evaluation, recommendations and implementation of reporting tools.
* Good articulation, data visualization, and presentation skills to communicate result
* Interpret data, and analyse results using statistical techniques for reporting
* Incorporate data analysis into designated ongoing reports.
* Use analysed data to create reports identifying process improvement opportunities.
* Organize processes and schedules for timely, high-quality reporting, establishing a clear understanding of donor reporting requirements.
* Draft and edit programmatic reports for the donor and other partners and stakeholders.

**Required Education/Experience**

* Master’s/Bachelor’s degree in social sciences subjects
* Minimum of 3 years’ experience in development sector
* Skills in report writing, data analysis, complexity management and coordination is required.
* Effective written and verbal communication skills
* Ability to write in academic and professional English. Complementary critical thinking and literature review skills are highly desired.
* Highly organized and the ability to multi-task and prioritize in a fast-paced ever-changing environment
* Attention to detail and accuracy