Al Qasimi Foundation Position Overview: Reporting Specialist

ABOUT THE AL QASIMI FOUNDATION

The **Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research** was established in 2009 to support the social, cultural, and economic development of Ras Al Khaimah and the United Arab Emirates (UAE). The Al Qasimi Foundation seeks to support the public and private sectors by helping them with ground policy decisions and programming evidence-based research that reflects the best thinking in the world as well as the local Ras Al Khaimah and UAE contexts. Our work over the past 10 years has focused on generating world-class research, developing local capacity, and engaging the local community. While we continue to have a strong focus on improving education, we have also expanded our priority areas to include health, community development, arts, and culture and we have extended our reach to target groups that are particularly disadvantaged such as those in prison, low-income students and their families and those in the remote areas of Ras Al Khaimah.

POSITION OVERVIEW & SCOPE

Under the overall guidance of the Deputy Director, the Data Collection and Reporting Specialist plays a pivotal role in consolidating programmatic data and crafting high-quality narrative and analytical reports. This position supports organizational learning, stakeholder communication, and strategic decision-making by ensuring timely, clear, and accurate reporting of program activities, outcomes, and lessons learned.

The Specialist works closely with program staff and managers to synthesize diverse information sources into compelling reports tailored for both internal and external audiences. While the role involves basic data verification and coordination, its core focus is on report writing, story crafting, and effective communication of results and impact.

Key Responsibilities:

1. Program reporting and writing (50%)
- Lead the preparation of the departmental annual reports.
- Provide editorial guidance and copyediting support to program teams for reporting materials.
- Synthesize reports and data from multiple sources - including program teams, partners, and external stakeholders - into comprehensive reports, including key achievements, lessons learned, and human-centered success stories in reporting deliverables.
- Support the data collection activities across all programs, ensuring compliance with reporting frameworks, timelines, and organizational standards.
- Respond to ad hoc information requests and produce updates, situation reports, and briefing notes.
- Conduct final quality assurance reviews of reports prior to submission to ensure factual accuracy, consistency, and tone appropriateness.

2. Information Coordination and Content Development (25%)
- Liaise with program managers and field staff to gather and verify content for reports and publications.
- Develop case studies, thematic briefs, and knowledge products that showcase the Foundation's programs' impact.
- Maintain a content calendar to manage deadlines and ensure timely submissions.

Data Collection and Reporting Specialist

- Contribute to talking points, presentations, and other communication materials as needed.
- Customize reporting formats to meet the specific needs of end users.
- Ensure that the visual presentation of data clearly communicates program impact and enhances understanding.

3. Data Synthesis and Quality Assurance (15%)
- Support the consolidation of basic programmatic data (e.g., outputs, indicators, milestones) to support reports.
- Conduct light data validation and formatting to ensure consistency across reports.
- Collaborate with data focal points to ensure accuracy and completeness of figures and visuals used in reports.

4. Capacity Strengthening & Tools (10%)
- Support program teams in improving the quality and consistency of reporting submissions.
- Develop easy-to-use reporting templates, style guides, and writing checklists.
- Support learning reviews following key reporting or implementation milestones that generate knowledge for use in future reporting cycles.

Qualifications and Skills:

Education:
A postgraduate degree in communications, international relations, or a related field is preferred; candidates with a bachelor's degree and substantial relevant experience are also encouraged to apply.

Experience:
- Minimum 2 years, ideally 3–5 years of professional experience in donor reporting, narrative writing, or strategic communications for an international development or philanthropic organization.
- Demonstrated experience writing high-quality narrative reports, synthesizing complex data from multiple sources into clear, actionable insights.
- Experience with program data, indicators, performance tracking, and donor reporting processes.

Writing & Communication Skills
- Exceptional written English with strong editing, structuring, and storytelling skills.
- Ability to write for varied audiences, including technical and the general public.
- Experience working with multi-source inputs and developing cohesive content under tight deadlines.
- Strong attention to detail, organizational skills, and ability to manage competing priorities and deadlines.

Additional Competencies:
- Basic knowledge of data visualization tools (e.g., PowerPoint, Canva, or similar) for visual storytelling.
- Strong interpersonal skills and ability to collaborate with multidisciplinary teams in multicultural environments.
- Familiarity with international development or philanthropic organizations' reporting guidelines and best practices.

Work Conditions & Benefits

- Competitive salary and benefits package that includes health insurance, training and development opportunities, and an annual plane ticket to the employee's country of origin.
- Opportunities for professional growth and continuous learning.
- Multicultural and collaborative working environment.

SKILLS & QUALIFICATIONS

Other Features of the Role	
VISA requirements	Successful applicants will be provided with a two-year renewable work visa
Security or legal checks	NA

Position Requirements	
Core Competencies/Skills/Knowledge	Desired Proficiency Level
Bachelor's Degree	Required
Time Management	Advanced
Achievement Orientation	Advanced
Report Writing	Advanced
Presentation Skills	Intermediate
Social media	Intermediate
Public Relations & Marketing	Intermediate
Budget Management	Intermediate
Audience Development	Basic
Analytical Skills	Basic
English Language	Advanced (listening, speaking, reading) intermediate (writing)
Arabic Language Skills	Basic
Relevant Work Experience	Preferred

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