



Job Description	Data Management Assistant
Post Title	Data Management Assistant
Type of Contract	UNOPS / LICA
Gross Pay	7.794,00 BRL
Duration	9 months (initial), renewable
Duty Station	Brasília - DF

Organizational context

The new UNFPA country programme for Brazil was approved by the Executive Board for a five-year period of 2017-2021 and covers 4 strategic areas: Sexual and Reproductive Health; Adolescents & Youth; Population Dynamics which includes South-South Cooperation in support of the ICPD agenda. The CPD is based on a total resource plan of USD 37.5m of which USD 4,5m regular resources and USD 33m to be mobilized.

At the same time, the UN in Brazil signed a new Development Assistance Framework (UNDAF) covering the same 5-year period as the UNFPA CPD (2017-2021). UNFPA Brazil was nominated to coordinate the 1 of the 5 strategic areas, the People pillar. In addition, UNFPA is chairing the Government/Interagency working group on Youth and the Government/Interagency working group of HIV/AIDS. Furthermore, UNFPA is co-chairing the Brazilian Chapter of the Global Health Partnership - H6.

Since 2015 Brazil is undergoing a period of political and economic instability, which has significantly impacted UNFPA's ability to mobilize resources from the Government to implement the Country Programme. In this context of declining core resources, UNFPA is obliged to move more decidedly than ever into the global multilateral arena of non-core resource mobilization. Beyond the corporate shift, this requires UNFPA at country office level to embrace a mode of engagement and a way of doing business internally, which departs from the traditional UNFPA operation. As such, various new internal processes as well as profiles need to be adapted, at programmatic, operational and communications levels. New frameworks as well as a new business culture need to be adopted. This poses several internal challenges the CO team must overcome in conjunction with the external political, social and economic circumstances in Brazil.

The Data Management Assistant is located in the Brazil Country Office (CO) and reports to the UNFPA Population and Development Officer. S/he plays a key role on data and information management to the UNFPA programme across the thematic areas of the CO supporting the development of Programme areas for action based on evidences. As such, the Assistant is located on the Population and Development area but has a transversal role acting with all programme areas, communication and Representative, across the UNFPA mandate in Brazil.

This position is responsible for assistance on data management and analysis and aims at responding to the increased level of data management needs and support information in Brazil to guide UNFPA CO's activities, as well as projects and actions in partnership with the government and civil society, in support of UNFPA Brazil programme area.

Summary of main functions

Under the overall guidance of the Assistant Representative and the direct supervision of the Population and Development Officer the incumbent provides support provides support on data management for planning, implementation, monitoring and logistical / administrative activities to the UNFPA Programme in Brazil.

Duties and Responsibilities:

- Provides data and information needed for preparation of programme and project documents. Contributes to office planning, programming and reporting;
- Plans, advises and proposes corrective actions as necessary;
- Proactively assists in gathering of information from the Programme, partners, government authorities, and local civil society organizations, which may be of use to the Programme for informing decisions;
- Provides support in data analysis and visualization, produces data visualization reports;
- Adapts appropriate existing information management tools including those available in-country and on regional/global levels;
- Provides support in identifying barriers for information collection, collation, analysis and sharing; works with the Programme Manager to develop appropriate supportive strategies which include convincing agencies of the purpose and importance of collecting and sharing data/information by providing a timely, added value service to stakeholders;
- As appropriate, performs the design of data collection forms, ensuring that the purpose and use of all data collected is coherent, questions are simple, clear, and easily collectable, highlighting where potential problems might arise; organizes and manages the data input and initial analysis and presentation of data for the program;
- Assists in needs and gap identification for the sector information;
- Provides support on data collection and management actions humanitarian settings;
- Provides support in identifying and mining, analyzing findings and presenting data, indicators and information relevant to the performance of the programme and project activities;
- Provides support for the development, implementation, monitoring, assurance & evaluation of UNFPA projects;
- Contributes to the preparation of progress reports on project expenditures and analytical reports on current & past expenditure trends;
- Reviews and analyses country specific development plans and priorities, socioeconomic data, reports and other relevant information; advises on the identification of potential technical cooperation project areas;
- Provides written analysis on the findings to management and prepares drafts for programme and projects activities;
- Assists in preparation of project budgets, revisions and processing for approval;
- Organizes logistical support to meetings, workshops, missions and events;
- Participates in the training and guidance of implementing partners on national execution and programme policies & procedures;
- Prepares correspondence and drafts simple reports in Portuguese and English as required;
- Assists with the process of contracting (drafts TORs, obtains data for the creation of vendors, follows up on products & quality and ensures that the evaluation form is completed);
- Undertakes periodic data collection, records checking and following up on recommendations;



- Supports the preparation of travel requests & authorizations, liaise with Travel Agency for issuing of tickets and indicates needs for reimbursements;
- Establishes and nurtures effective communication and liaison with partners and office staff ensure the effective performance of these duties;
- Contributes to the development of knowledge sharing assets by synthesizing and documenting findings and lessons learned and drafting relevant materials;
- Provides support the advocacy and resource mobilization strategy of the country office;
- Maintains project files, updates data in Atlas pertaining to projects under his/her responsibility;
- Performs Atlas related functions according to the relevant profile;
- Undertakes other tasks as maybe assigned by the Supervisor;
- Knowledge Sharing and Continuous Learning.

Work relations

Internal contacts include the Population and Development Officer, the CO's programme/ technical team and the Senior Management Team.

Job requirements

Required Skills and Experience:

- First level university degree in any area, provided the required skills and experience are met
- A minimum of 1 year of professional experience in Data Analysis
- Expertise in utilization of relevant statistical software (R, Stata or related)
- Proficiency in office applications (word processing, spreadsheet and presentations)
- Fluency in Portuguese and English
- Working knowledge of Spanish

Skills and Experience that are considered as assets:

- First level university degree in Statistics, Social Science, Actuarial Science, Geography, or Economics
- Additional years of professional experience in Data Analysis
- Experience in the compilation and analysis of demographic and reproductive health data
- Experience in writing and maintaining databases, and in designing documentation and manuals
- Experience with Tableau, Power BI or other similar business intelligence software
- Experience with ERP software or other corporate budgeting/planning systems

Corporate Skills

- **Integrity, Ethics and Values**
 - Act in accordance with UNFPA and UN values, administrative rules, code of conduct and ethical principles.
 - Exercise critical judgment when handling operational data focusing on the better fulfillment of UNFPA's mandate and securing information confidentiality.
 - Conflict Management / Negotiating and Resolving Disagreements.
 - Building support and political acumen.
 - Creativity and innovation.
 - Team work.
 - Effective Communication.
 - Managing conflict.
 - Knowledge Sagring.
 - Fair and transparent decision making.
- **Client/Partner Orientation**
 - Contribute to the achievement of positive results for clients and partners by anticipating needs and concerns, and responding to them efficiently.

- **Sensitivity to cultural diversity**

- Demonstrate inclusive behavior with colleagues and stakeholders by successfully developing cross-cultural relationships.
- Be adaptable and sensitive to political, religious and cultural differences.
- Actively promote equity and gender diversity in all activities.

- **Innovation**

- Demonstrate curiosity and creativity when solving administrative problems.
- Communicating Information and Ideas
- Self-management and Emotional Intelligence
- Be tolerant with different points of view and understand the role of operations as an evolving area of UN reform which contributes to a more effective and efficient implementation.

- **Accountability**

- Be accountable for handling confidential information in support of UNFPA's work in Brazil.
- Ensure information is correctly collected, recorded and used to minimize errors and strengthen implementation.
- Appropriate and Transparent Decision Making

Basic Skills

- **Achieve results**

- Seek ways to optimize the use of resources and ensure the correct execution of policies.
- Promote actions to ensure that daily activities are executed on time.

- **Focus on problem solving**

- Actively support operational services and promote exchange of information with programme units.
- Support the implementation of appropriate solutions in support to UNFPA operations, focusing on practices that have the potential to enhance existing systems and that can lead to the identification of corrective measures to solve problems.

- **Working in a Team and Managing Relationships**

- Promote team harmony by collaborating with colleagues and paying due consideration to ideas from other members.
- Stay calm and focused even under pressure.
- Take advantage of team diversity to achieve better and more innovative results.
- Demonstrate resilience when dealing with complex and urgent tasks.
- Ability to work independently and as part of a team.

- **Communication for impact**

- Effective Communication
- Encourage and actively engage in open, objective discussions demonstrating the ability to see problems and situations from the perspective of team members.
- Express ideas clearly and encourage open dialogue in order to develop better solutions without undermining peer relationships.
- Excellent writing and communication skills.
- Good research skills and ability to synthesize information.

How to apply

The job application link will be available on the UNFPA Brazil website (<https://brazil.unfpa.org/pt-br/vacancies>), when clicking on the link, it is necessary to fill in the Google Forms and attach the requested documents.

Complete the P11 form available at https://brazil.unfpa.org/sites/default/files/vacancies/p11_port_final_3.doc

Important notes

Only applications made using the P11 form and submitted within the deadline will be considered.

UNFPA is committed to human diversity in terms of gender, nationality and culture. People from minority groups, indigenous people and people with disabilities are encouraged to participate in the selection process. All applications will be analyzed with complete confidentiality.

Due to the high volume of applications, individual receipt confirmation is not possible. Only a limited number of pre-selected candidates will be contacted.

Candidates must be of Brazilian nationality or have legal authorization to work in the country.

UNFPA does not charge any type of fee to participate in this process. UNFPA does not solicit or search for individual information about HIV or AIDS and does not discriminate against HIV-positive people. UNFPA offers equal opportunities to all applicants and encourages Afro Descendants and women to apply.