



Job Description	Finance and Budget Assistant
Post Title	Finance and Budget Assistant
Type of Contract	Local Individual Consultant
Duration	12 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.

An increasingly important part of UNFPA's programme is implemented from locations other than the capital, Brazilia. Such is the case of UNFPA engagement in response to the influx of Venezuelans in Roraima, being managed from Boa Vista (RR) or our engagement with the private sector, being managed from Sao Paulo. As part of the partnership with the private sector around the "Private Sector Alliance for the Sexual and Reproductive Health and Rights in Brazil" there will be a small grants programme to be developed in the North East of Brazil, which will be managed by UNFPA on behalf of the Alliance partners. In this context, it has become a necessity to re-establish a more permanent presence in Salvador da Bahia to provide the necessary support, guidance, and oversight over UNFPA activities in the North East.



Summary of main functions

Under the direct supervision of the Operations Manager and in close coordination with the Operation and Programme Team, the Finance and Budget Assistant plays a key role in terms of providing effective support to the office activities through the appropriate delivery of operational services and advisory. The Finance and Budget Assistant has the vital role of receiving the demands from programmatic areas and responding with adequate operational solutions.

Duties and Responsibilities:

- **Implementation of operational strategies**
 - Full compliance of administrative activities with UN/UNFPA rules, regulations, policies and strategies.
 - Provision of inputs to the CO administrative business processes mapping and implementation of the internal standard operating procedures (SOPs).
 - Preparation of administrative team results-oriented workplans.
- **Efficient administrative support**
 - Organization and coordination of shipments and customs clearance
 - Coordination of travel arrangements. Performing a Buyer role in Atlas for preparation of POs for all payment.
 - Research and retrieval of statistical data from internal and external sources; preparation of statistical charts, tables and reports.
- **Support to supply and assets management**
 - Support in reporting and investigation of cases of Asset equipment damage, loss or theft of items; update and maintenance of Asset history report and certifications.
 - Coordination of assets management in the CO, timely preparation and submission of periodic inventory reports.
- **Support to administrative and financial control**
 - Maintenance of administrative control records such as commitments and expenditures.
 - Review, verification and reconciliation of a variety of data and reports ensuring accuracy and conformance with administrative rules and regulations; confirmation of availability of funds prior to review by supervisor; creation of vendor set-up information.
 - Maintenance of data integrity in the database, control programme; analysis of results and initiation of corrective actions when necessary.
 - Proper control of supporting documents of funds and activities.
 - Provision of the information for the audit.
- **Support to knowledge building and knowledge sharing**
 - Training of staff on the administrative procedures
 - Briefing/debriefing of staff members on issues relating to area of work
 - Sound contributions to knowledge networks and communities of practice.



- **Manage the budget of development and management projects**
 - Management of all financial resources through planning, guiding, monitoring and controlling of the resources in accordance with UNFPA rules and regulations.
 - Preparation and monitoring of projects' budgets in Atlas
 - Regular analysis and reporting on the budget approvals and the delivery situation of management projects
 - Elaboration of proper mechanisms to eliminate deficiencies in budget management.
 - Organization of cost-recovery mechanisms
 - Collection of information on internal and external clients' satisfaction and needs in order to develop improvements to services



Work relations

Internal contacts include the Operations Manager, the CO's programme/technical team and the Senior Management Team.

Job requirements

Required Skills and Experience

Education:

- University degree in Administration, Economy, Accounting or other areas related.

Experience:

- 2 years of relevant experience in UN Agencies, Funds or Programmes in providing operational, financial and budget services support.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc)
- Advanced knowledge of spreadsheet and database packages, experience in handling of web-based management systems.
- Previous knowledge of ERP systems and Accrual Basis Accounting

Language Requirements:

- Fluency (oral and written) in Portuguese and English.
- A second UN language desirable.

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

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

Procedure: On the vacancy announcement page, click "Apply Now". After completing the necessary data, click on "Submit Application". In "Attach Resume", click "Browse" to include your already filled in P11. In "Upload Resume", submit your P11.

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 be 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.