



Job Description	Operations and Human Resources Assistant
Post Title	Operations and Human Resources 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.

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.

Summary of main functions

Under the direct supervision of the Operations Manager, under the overall guidance of the Assistant Representative and in close coordination with the Operation and Programme Team, the Operations 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 Operations 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).
 - Provision of inputs to preparation of administrative team results-oriented workplans.
- **Efficient administrative support;**
 - Performing a Buyer role in Atlas for preparation of POs for all payment.
 - Organization of procurement processes including preparation of RFQs, ITBs or RFPs documents, receipt of quotations, bids or proposals, their preliminary evaluation. Preparation of POs.
 - 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.
 - Research and retrieval of statistical data from internal and external sources; preparation of statistical charts, tables and reports.
- **Effective administrative and financial control in the office;**
 - 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.
 - Organization of cost-recovery mechanisms
- **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.
- **Individual Consultant Contract management;**
 - Take all necessary actions to hire the consultant after the end of the selection process;
 - Elaborate individual consultant contracts;
 - Control and monitor individual consultant contracts;
 - Support in the Post Evaluation of the consultancy;
- **Internship Programme management;**



- Elaborate internship terms of reference;
 - Prepare and monitor of internship agreement;
 - Gather information for the vacancies publication;
 - Support on internship recruit and selection;
- **Vendor management.**
 - Contact with individuals and legal entities;
 - Register and monitor vendors;
 - Solve vendor form issues.



Work relations

Internal contacts include the Operations Manager, the country office programme/technical team and the Senior Management Team.

Job requirements

Required Skills and Experience

Education:

- Professional with secondary education and in phase of completion of university in the areas of Administration, Economics, Accounting, International Relations or related.

Experience:

- Relevant experience in programme support, finance and administrative work.
- Proficiency in current office software applications (advanced user knowledge in spreadsheet and word processing software) and corporate IT systems.
- Previous experience in the UN and knowledge of Atlas.
- Ability to analyze and synthesize financial data.
- Knowledge of accounting, budget management, finance, data bases, analysis and/or reporting.
- Good writing, communication and interpersonal skills.
- Ability to organize and meet deadlines.
- Ability to work in teams and openness to respond positively to different points of view and criticisms regarding their individual performance, as well as make the necessary adjustments.

Language Requirements:

- Fluency (oral and written) in Portuguese and English.

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 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.