



Job Description	Programme Assistant
Post Title	Programme Assistant
Type of Contract	UNOPS/LICA
Gross Pay	7.794,00 BRL
Duration	9 months (initial), renewable
Duty Station	Salvador - BA

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.

An increasingly important part of UNFPA's programme is implemented from locations other than the capital, Brasilia. 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. In 2017 UNFPA re-established a more permanent presence in Salvador, Bahia to provide the necessary support, guidance, and oversight over UNFPA activities in the Northeast region and to re-establish connections with local governments, civil society and academia in the region.

The Programme Assistant will be located in Salvador/BA, UNFPA sub office in Bahia and will report directly to the Project Officer. The incumbent will work closely with internal and external counterparts, including Government, national institutions, civil society and relevant private sector to successfully deliver UNFPA programme at local level. The PA plays an essential articulating role between Programme development, implementation and operations. As such, the PA role is transversal and supports all programme areas across UNFPA mandate.



Summary of main functions

Under the overall guidance of the Project Officer in Bahia and the direct supervision of the Assistant Representative the incumbent provides support to planning, implementation, monitoring and logistical/administrative support to the UNFPA Programme in Bahia and region.

Duties and Responsibilities:

- Supports the development, implementation, monitoring, assurance & evaluation of Annual and Semester Work Plans, advising and proposing corrective actions as necessary;
- Provides data and information needed for preparation of programme and project documents;
- Contributes to office planning, programming and reporting;
- Supports the preparation of progress and financial reports on project expenditures and analytical reports on current & past expenditure trends;
- Assists in preparation of project budgets, revisions and processing for approval;
- Organizes logistical support to meetings, workshops, missions and events;
- Prepares correspondence and drafts simple reports in Portuguese and/or English as required;
- Supports the preparation of project progress reports by collecting, recording, reviewing, preparing and maintaining a wide range of information;
- Prepares simple summary reports and take minutes of meetings in Portuguese and/or English;
- 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 other office staff;
- Contributes to the development of knowledge sharing assets by synthesizing and documenting findings and lessons learned and drafting relevant materials;
- Support in building and updating mailing lists of institutional contacts and partners;
- Support the advocacy and resource mobilization strategy of the regional office;
- Maintains project files, updates data in Atlas pertaining to projects under his/her responsibility
- Performs Atlas related functions according to the relevant profile;
- Liaises with other Programme/Project Assistants and provide support as needed;
- Undertakes other tasks as maybe assigned by the Supervisor;
- Knowledge Sharing and Continuous Learning.
- Discuss with supervisor competency development plan and devote time for self-learning;



Work relations

Internal contacts include the Project Officer in Bahia, the Operations Manager, the CO's programme/technical team and the Senior Management Team (SMT).

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 relevant experience with either programme support, finance or administrative work;
- Knowledge of concepts and main debates related to the agenda for development; sexual and reproductive health and rights; youth; population and development; gender and race / ethnicity;
- Proficiency in office applications (word processing, spreadsheet and presentations);
- Fluency in Portuguese and English;
- Working knowledge of Spanish;
- Availability to travel on business.

Skills and Experience that are considered as assets:

- First level university degree in Human Sciences or Applied Social Science;
- Additional years of professional relevant experience with either programme support, finance or administrative work;
- Professional experience within the UN System and/or with an international NGO;
- Experience working in thematic areas of race and gender or/and sexual and reproductive health;
- Previous experience in ERP Systems like Atlas.

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.

Escritório do UNFPA no Brasil

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