

Programme Assistant

ONSITE

BRAZIL

GENERAL INFORMATION

Host Entity:	UNFPA
Country of Assignment:	Brazil
Duty station:	Brasilia
Volunteer Category:	National UN Volunteer Specialist
Number of Assignment(s):	2
Expected Start Date:	01/12/2024
Duration:	12 Month(s)
Possibility of Extension:	Yes
Sustainable Development Goal:	3. Good health and well-being
DoA ID:	1771398037687552

DETAILS

ORGANISATION MISSION AND OBJECTIVES

: UNFPA works in more than 150 countries and territories that are home to the vast majority of the world's people. Currently, UNFPA organizes its work around three transformative and people-centred results in the period leading up to 2030. These include: (a) an end to preventable maternal deaths; (b) an end to the unmet need for family planning; and (c) an end to gender-based violence and all harmful practices, including female genital mutilation and child, early and forced marriage. We focus on women and young people because these are groups whose ability to exercise their right to sexual and reproductive health is often compromised. Our work on their behalf is informed by an understanding of population dynamics, human rights and cultural sensitivities. UNFPA's global 2018-2021 Strategic Plan dedicates emphasis in the LNOB principle ("Leaving No One Behind"). It's related with the 2030 Agenda, the International Conference on Population and Development (ICPD) Programme of Action and the Montevideo Consensus on Population and Development. UNFPA adopts a human rights-based approach throughout its work. This entails educating individuals and communities about their human rights, so that they can then demand the respect and basic services they are entitled to. This approach also involves empowering governments to fulfil these rights. UNFPA further expands the scope of its work by partnering with civil society, academic institutions and the private sector.

ASSIGNMENT CONTEXT

The Programme Assistant (PA) is located in the Brazil Country Office (CO) and reports to the UNFPA National Programme Officer and to the Operations Analyst. They play a key role in terms of supporting the delivery of the UNFPA programme across the thematic areas of the UNFPA Country Programme. 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 the UNFPA mandate in Brazil.

Work relations

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

TASK DESCRIPTION

Under the overall guidance of the Operations Manager and the direct supervision of the Assistant Representative, the UN Volunteer will contribute to planning, implementation, monitoring and logistical / administrative support to the UNFPA Programme in Brazil. They will undertake the following duties and responsibilities:

- Support the development, implementation, monitoring, assurance & evaluation of Annual Work Plans, advising and proposing corrective actions as necessary.
- Provide data and information needed for preparation of programme and project documents.
- Contribute to office planning, programming and reporting.
- Support the preparation of progress and financial reports on project expenditures and analytical reports on current & past expenditure trends.
- Assist in preparation of project budgets, revisions and processing for approval.
- Organize logistical support to meetings, workshops, missions and events.
- Participate in the training and guidance of implementing partners on national execution and programme policies & procedures.
- Prepare correspondence and draft simple reports in Portuguese and English as required.
- Assist with the process of contracting (drafts TORs, obtain data for the creation of vendors, follow up on products & quality and ensures that the evaluation form is completed).
- Undertake periodic data collection, records checking and following up on recommendations
- Support the preparation of travel requests & authorizations, liaise with Travel Agency for issuing of tickets and indicate needs for reimbursements.
- Establish 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.
- Support the advocacy and resource mobilization strategy of the country office.
- Maintain project files, updates data in Quantum pertaining to projects under his/her responsibility
- Performs Quantum related functions according to the relevant profile.
- Undertake other tasks as may be assigned by the Supervisor.

ELIGIBILITY CRITERIA

Age:	18-80
Nationality:	Candidate must be a national or legal resident of the country of assignment.
Required education level:	Bachelor degree or equivalent
Area(s) of specialisation:	Administration, International Relations, any other Human Sciences.

REQUIREMENTS

REQUIRED EXPERIENCE

5 year(s) of experience in project support, finance or administrative work.

- Previous work with project implementation
- Previous work with the United Nations is desirable
- Previous work with the civil society, non-governmental organizations
- Good knowledge of Google Workspace platform is required (google docs, google sheets, google presentations)

LANGUAGE

Language	Proficiency	Required
Portuguese	Fluent	Yes
English	Fluent	Yes

COMPETENCIES AND VALUES

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,
- Communicating for impact

OTHER INFORMATION

LIVING CONDITIONS AND OTHER REMARKS

The assignment will be in Brasília, the Federal capital of Brazil and seat of government of the Federal District. Brasilia is a family duty station and classified A (hardship). The living conditions in Brasilia are good as well as the access to health services. The accommodation facilities are in general good, and the choice is wide.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging their own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

Brazil is security level 3 (moderate). United Nations Department of Safety and Security UNDSS Brazil advises to exercise a high degree of caution in Brazil due to high levels of serious and violent crime, particularly in major cities.

Violent crime as muggings, armed robbery, kidnappings, and sexual assault, is very high. Avoid shanty towns (favelas) in the big cities and if you are attacked or robbed, do not resist. Demonstrations can occur at any time and may turn violent with little or no warning. All United Nations personnel must scrupulously comply with UNDSS procedures and recommendations during their assignment in Brazil. For missions in rural areas or indigenous reservations, special procedures may apply; UN personnel should consult with the local DSS office in advance.

Information on entitlements at the duty station is available at

<https://app.unv.org/calculator>.

The complete UN Volunteer Conditions of Service is available at

<https://explore.unv.org/cos>

<https://www.unv.org/>

INCLUSIVITY STATEMENT

United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person's race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.

SCAM WARNING

The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

Interested in this Assignment?

APPLY NOW



We are
inspiration
in action

PDF generated: 07/11/2024