Job Description: Project Associate, Building better lives through integrated early childhood interventions: investing in the Happy Child Programme to accelerate the achievement of SDGs in Brazil.

Post Title: Project Associate
Type of Contract: UNOPS / LICA
Gross Pay: 9,353,00 BRL
Duration: 12 months (initial), renewable for 12 months
Duty Station: Brasília, Distrito Federal

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 one of the 5 strategic areas, the People pillar. In addition, UNFPA is chairing the Government/Interagency working group on Youth and the Government. Furthermore, UNFPA is co-chairing the Brazilian Chapter of the Global Health Partnership - H6.

UNFPA work globally to promote the fullest extent of the health, wellbeing and potential of all adolescents and youth; meeting the special needs of adolescents and youth, especially young women and girls for social, family and community support, employment opportunities, participation in political processes and access to education, health, counselling and high-quality reproductive health services; keeping adolescents and youth, in particular young women and girls in school, help prevent early marriage and high-risk childbearing and reduce associated mortality and morbidity.

UNFPA Brazil Country Office is member of the Joint Programme on Early Childhood Development (ECD), which will implement the project “Building better lives through integrated early childhood interventions: investing in the Happy Child Programme to accelerate the achievement of SDGs in Brazil” for the period of 2020 – 2021. Key studies show how the effects of ECD investments on cognitive development of children are associated with lower school dropout, lower violence, and higher productivity at adult ages, with high financial and social returns for the society. These evidences have ECD as an essential part of the SDGs, and strategic for the transformation of the world by 2030, linked to specific targets across seven different SDGs: poverty, health, nutrition, education, gender, violence and inequality.
Summary of main functions

Under the direct supervision of the Assistant Representative, under the overall guidance of the Programme Officer of Youth and HIV, and in close coordination with the Joint Programme Team, the Project Associate supports the implementation of the Project "Building better lives through integrated early childhood interventions: investing in the Happy Child Programme to accelerate the achievement of SDGs in Brazil".

The Project Associate acts on behalf and participates in any activities related to the Project at the local level and performs management functions with implementing partners. S/he ensures cross-unit cooperation and coordination with the Brazil CO, as well as with the Joint Programme Team in Brasilia, and with different stakeholders in national and subnational level. The Project Associate oversees Programme, Operations and Project activities and ensures a client-oriented approach and consistency with UNFPA rules and regulations in conformity with the UNFPA Internal Control Framework and good management practices. The Project Associate advises the country office senior management on programme, cost effectiveness and responses to emerging complex challenges in managing the UNFPA-funded activities. The incumbent will work closely with internal and external counterparts, including Government, national institutions, civil society, private sector etc, to successfully deliver the Project expected results.

Duties and Responsibilities:

- Project management including planning, budgeting, implementation and monitoring of all activities at national and local levels, to the fully achievement of the expected results.
- Inter-institutional and Inter-agential management.
- Management of communication flow.
- Articulation and partnership building with key local stakeholders.
- Support the elaboration of timely high-level reports whenever required or mandatory by the SDG Joint Fund.
- Participate on behalf of UNFPA in the meetings of the Joint Programme.
Work relations

Internal contacts include the Operations Manager, the CO’s programme/technical team and the Senior Management Team. External contacts include other UN agencies, Brazilian government in national and subnational levels, and other relevant partners and stakeholders.

Job requirements

Required Skills and Experience:

- First level university degree in any area, provided the required skills and experience are met;
- A minimum of 3 years of professional experience in International Development, Social Sciences, Health, Public Health, or other relevant development areas;
- Experience working with Sustainable Development Goals Agenda;
- Relevant experience in development in a governmental, multilateral organization in a multi-cultural setting;
- Fluency in Portuguese;
- Working knowledge of English.

Skills and Experience that are considered as assets:

- Additional years of professional experience in International Development, Social Sciences, Health, Public Health, or other relevant development areas;
- Knowledge on Human Rights and children rights issues and on the Brazilian social protection system;
- Specialized training or technical knowledge/expertise on Early Child Development.
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 Sharing.
  - Fair and transparent decision making.

- **Partner Orientation**
  - Contribute to the achievement of positive results for 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.


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.