



Job Description	Project Operations Assistant
Post Title	Project Operations Assistant
Type of Contract	Local Individual Consultant
Duration	12 months (initial), renewable
Duty Station	Boa Vista - RR

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). As of 2015, Brazilian authorities registered a growing number of Venezuelans seeking health services and asylum in Brazil. By July 2018, an estimated 25,000 Venezuelans were living in Roraima, 40% of which were women. On 15th February 2018 the Federal Government declared state of social emergency in Roraima and announced efforts to relocate migrants in other states, starting with the resettlement of 1,000 people in the cities of São Paulo, Manaus and Cuiabá on a voluntary basis. UNFPA started its operations in Roraima in 2017, focusing on the prevention and the response of Gender-Based Violence and Sexual and Reproductive Health in the emergency context.

To provide Operations Assistant actions within the framework of project ICSP / 2018 / 398-761 in support of UNFPA actions in the context of Emergency related to the Venezuelan migratory flow to Brazil in Roraima. The Project Operations Assistant reports to the Humanitarian Affairs Analyst.



Summary of main functions

The Project Operations Assistant plays a key role in terms of providing effective support to project activities through the appropriate delivery of operational services and advisory. The Project Operations Assistant has the vital role of receiving the demands from programmatic areas and responding with adequate operational solutions.

Under the overall guidance of the Humanitarian Affairs Analyst and the direct supervision of the Operations Manager the incumbent provides support to planning, implementation, monitoring, logistical and administrative support to UNFPA non-core project portfolio (Government, non-Government, Private Sector and other Donors). Major duties and responsibilities are as follows:

Duties and Responsibilities:

- Cooperate with Operations Unit teammates in project-related business operations support functions.
- Facilitate the monitoring of project financial performance by providing necessary financial information and analysis, including implementation performance, financial results measurement and reporting.
- Cooperate with the development of tools and mechanisms for effective and efficient monitoring of program and project budgets.
- Produce summary reports on advance payments, contributions and expenditures periodically.
- Analyze project spending patterns and create forecast scenarios.
- Identify potential over-expenditure problems and propose corrective actions.
- Carry out project budget revisions in Atlas (ERP System) according to project work plans.
- Comply and help others to comply with financial policies and procedures;
- Monitor project disbursement schedules and alert Programme Officers of outstanding deposits.
- Keep track of cost recovery for direct and indirect services;
- Assisting to negotiate contracts, Purchase Orders, Long Term Arrangements, and Memorandum of Understanding (MOU) including pricing, statements of work, terms and conditions. Drafting contracts, Purchase Orders and Long Term Arrangements including all terms and conditions;
- Monitor adequate use of UNFPA regulations, rules and directives regarding the direct implementation of regular programme resources through the Harmonized Approach on Cash Transfers (HACT), Grant Agreements, and other relevant practices;
- Evaluating and qualifying companies, institutions and individuals providing services to UNFPA and monitoring performance. Assessing technical capability and financial health in order to qualify companies as potential contractors for UNFPA;
- Assisting with post contract activities including the negotiation and issuance of all amendments to contracts, Purchase Orders, Long Term Arrangements, and Memorandum of Understanding (MOU);
- Preparing and presenting submissions to the Contract Review Committee;
- Review common services cost-recovery charges and monitor the correct use of the Universal Price List (UPL) aiming at reaching maximum cost efficiency.
- Assist in payment processes, through the creation of regular vouchers, journal vouchers and General Ledger Journal Entries (GLJE), guaranteeing proper validation of supporting documents and approval by responsible parties.
- Maintain adequate financial records in Atlas (ERP System) and in hard-copy (if needed) and keep all documentation organized in their proper files.
- Support the country office during internal and external in all financial issues and requests in the context of internal and / or external audit exercises;
- Support the design and development of HPM&E strategy and activities;
- Figure out creative ways in which the project's financial needs can be met or improved under existing corporate policies.
- Participate in training sessions and evaluation mission to project sites.
- Support official travels in coordination with the demanding unit and the Joint Operations Facility.



- Assist in payment of Daily Subsistence Allowance (DSA), Terminal Expenses (TE), and reimbursement of expenses through F10 forms.
- Assist with administrative tasks related to selection and hiring of individual consultants.
- Perform other related duties as assigned by supervisor

Work relations

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

Job requirements

- First level university degree in Business Administration, Accounting, Economics, International Relations or related areas.
- Previous experience in either programme support, finance or 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 or other ERP Systems is an advantage.
- Ability to analyze and synthesize financial data.
- 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.
- Previous work in humanitarian contexts is an asset

Languages

Fluency (oral and written) in Portuguese and English. Working knowledge of Spanish required.



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 http://www.unfpa.org.br/Arquivos/p11_port_final.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.