Operations Clerk, International Policy Centre For Inclusive Growth (IPC-IG)

Location: Brasilia, BRAZIL
Application Deadline: 20th April 2015
Type of Contract: SC
Languages Required: English and Portuguese
Starting Date: May 2015
Duration of Initial Contract: 06 months with possibility of extension

Background

The International Policy Centre for Inclusive Growth (IPC-IG) is a partnership between the United Nations Development Programme (UNDP) and the Government of Brazil. Located in Brasilia, IPC-IG facilitates South-South learning with the aim of expanding developing countries’ knowledge and capacities to design, implement and evaluate effective policies towards the attainment of high inclusive growth.

The Centre is currently recruiting an Operations Clerk to assist the planning and implementation of IPC-IG activities providing logistical and administrative support to Operations Team. The position provides an exciting opportunity for a person motivated by results with excellent management skills.

Duties and Responsibilities

Under the substantive guidance of the Project Manager of IPC-IG, the day-to-day oversight of IPC-IG Operations Team and following UNDP rules and regulations, the Operations Clerk is expected to ensure timely and high quality delivery of the following:

Administrative Assistance to IPC-IG Programme Team:

- Assist the Operations Team in administrative rules and procedures;
- Support IPC-IG team with travel arrangements for official travels (support with quotations, tickets purchase, fee calculation, visa requests, contact with passengers, etc);
- Assist the Internship and Fellowship Programmes with administrative procedures (give orientation to candidates, support the selection process, documents arrangement, visa request);
- Provide support with Events organization inside IPC-IG as well as IPC-IG’s partners;
- Provide support with coordination and management of Office service, acquisition, storage and files;
- Dispatch of documents as well as its delivery (in person when necessary);
- Undertake translation of documents (project proposals, note to file, note verbal, memorandum, official letters, etc.);
- Contact and work closely with UNDP;
- Support Programme area when necessary;
Support IPC-IG’s work in Human Resources:

- Support liaison with UNDP Brazil Human Resources team with personnel documents;
- Support the selection and management of Service Contract holders as well as its maintenance;
- Assist the organization of IPC-IG digital and hard files;
- Support the management of the Social Protection Specialist Roster;

Support IPC-IG’s work in Procurement:

- Support liaison with UNDP Brazil Procurement team and IPC-IG Procurement officer;
- Support with the selection and management of Individual Contract holders;
- Procurement of goods until US$5,000.

Competencies

Corporate

- Demonstrates integrity and fairness, by modeling the UN/UNDP’s values and ethical standards;
- Demonstrates discretion and reliability in handling confidential matters;
- Promotes the vision, mission and strategic goals of IPC-IG.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional

- Multi-tasking and motivated by results;
- Willing to work under pressure, also with online/telecom team;
- Ability to review and process a variety of data, identify and adjust discrepancies, identify and resolve operational problems;

Knowledge Management and Leadership

- Responds positively to feedback;
- Demonstrates strong oral and written communications skills;
- Seeks and applies knowledge, information and best practices from within and outside of IPC-IG.

Development and Operational Effectiveness

- Demonstrates discretion and reliability in handling confidential matters.

Judgment/Decision-Making

- Mature judgment and initiative;
- Client-oriented perspective focused on impact and results;

Required Skills and Experience

Essential

- Secondary Education degree; an University Degree in Administration, International Relations, or related fields is considered an asset;
Progressively responsible experience with administration assistance;
Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, and internet) and advanced knowledge of spreadsheet and database packages
Advanced English

Desirable
- Working knowledge of Atlas ERP;
- Experience with South-South Cooperation projects;
- Knowledge of other UN language is considered an asset;
- UN/UNDP experience is an advantage.

Application and Selection Process

Applicants must send a detailed CV, P11 form*, a cover letter and a recommendation letter to ipc-hr@ipc-undp.org no later than 20th April 2015 quoting in the subject “Operations Clerk”. All documents must be submitted in English.

Applications posted after deadline will not be accepted.

*Personal History Form (P11) is available for download at:

http://www.pnud.org.br/arquivos/P11.doc

Incomplete applications or applications received after the closing date (20th April 2015) will not be given consideration. Please note that only applicants who are short-listed will be contacted.

This is a national Service Contract position within the IPC-IG/UNDP. International candidates will only have their applications considered if proof of permission to work in Brazil is attached to the application. The IPC-IG/UNDP is not in a position to provide advice or assistance on applying for a Brazilian work permit.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.