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

Location: Brasilia, BRAZIL
Application Deadline: 01 March 2015
Type of Contract: SC / SB 3
Languages Required: English and Portuguese
Starting Date: April 2015
Duration of Initial Contract: 12 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 Associate to support the planning and implementation of IPC-IG activities providing and managing data inputs, providing logistical and administrative support to support the operations team.

The main areas of responsibility of the Operations Associate will be programme support, administrative, financial, logistical and secretarial work within IPC-IG Office. 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 Project Analysts, and following UNDP rules and regulations, the Operations Associate is expected to ensure timely and high quality delivery of the following activities:

- Prepare and revise project financial contributions and disbursement as per the financial project documentation;
- Prepare bidding documents in accordance with established UNDP procedures;
- Coordinate the recruitment and selection of project personnel and consultants;
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Interact with IPC-IG Project Manager, with UNDP Brazil and other partners to implement project activities;
- Support the coordination of IPC-IG Programmes: Internship Programme, Social Protection Specialist Roster, and Fellowship Programme.
- Provide support and assistance to IPC-IG team regarding with administrative rules and procedures;
- Support IPC-IG with travel arrangements for official travel and events
- Submit payments with proper control of the supporting documents and ensure budget control is adhered to;
- Liaise with service providers and suppliers;
• Support the preparation of project reports and official communication from IPC-IG to stakeholders;

Support IPC-IG’s work in Human Resources:

• Liaise with UNDP Brazil Human Resources team and ensure personnel documents are sent to the HR Office;
• Assist with the selection and management of Service Contract holders;
• Assure all necessary documents of IPC-IG Team are up-to-date and organized in IPC-IG digital and hard files;
• Act as Leave Monitor;

Support IPC-IG’s work in Procurement:

• Liaise with UNDP Brazil Procurement team;
• Assist with the selection and management of Individual Contract holders;
• Procurement of goods above the threshold of US$5,000, any threshold of assets or travel.

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 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;
• 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.

Judgment/Decision-Making
• Mature judgment and initiative;
• Client-oriented perspective focused on impact and results;

Required Skills and Experience

Essential
• University Degree in Administration, Economy, International Relations, or related fields is considered an asset;
• Professional experience of at least two years in programme management assistance and administrative support;
• Progressively responsible experience with administrative assistance;
• Experience with administrative assistance to events;
• Knowledge and experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, and internet) and advanced knowledge of spreadsheet and database packages;
• Fluency in Portuguese;
• Advanced English.

Desirable
• Experience with South-South Cooperation projects;
• Experience with international development organizations or government;
• Working knowledge of Atlas ERP;
• 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 01 March 2015 quoting in the subject “Operations Associate”. All documents must be submitted in English. Only recommendation letters will be accepted in Portuguese and they must be signed

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 (01 March 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.