

Programme and Operations Analyst, International Policy Centre For Inclusive Growth (IPC-IG)

Location:	Brasilia, Brazil
Application Deadline:	20 September 2018
Type of Contract:	Service Contract (SC)
Grade/Step or Remuneration	SB 4
Languages Required:	English and Portuguese
Starting Date:	01 st October 2018
Duration of Initial Contract:	12 months with possibility of extension

Background

The International Policy Centre for Inclusive Growth (IPC-IG) is a joint project between the United Nations Development Programme and the Brazilian Government to facilitate South-South Cooperation on key development issues. The Centre carries out applied research and its ultimate goal is to generate knowledge resources to the global development community. The main objectives of the center are to contribute applied research-based policy recommendations for inclusive growth and to facilitate South-South exchange and learning on key development issues. Toward these ends, IPC-IG not only conducts research, but also organizes thematic workshops, policy training seminars, advisory and programme evaluation missions for requesting countries, and hosts resident researchers. The Centre regularly publishes Working Papers, issues of Poverty in Focus, Policy Research Briefs and One Pagers to encourage policy debate and dissemination of knowledge. IPC-IG publications are found at:

<http://www.ipc-undp.org/pages/newsite/menu/about/pub.jsp?active=0>. The main thematic areas of focus for the IPC-IG are: public policies, social protection, cash transfers, population studies and evaluation of public policies.

The Centre is currently recruiting a Programme and Operations Analyst to contribute in the management, planning, monitoring, negotiation and implementation of IPC-IG programme activities and projects providing and managing data inputs, programmatic, financial, managerial and operational analysis.

Duties and Responsibilities

Under the substantive guidance of the IPC-IG coordinators and following UNDP rules and regulations, the Programme & Operations Analyst is expected to ensure timely and high quality delivery of the following:

Programme Management – Advisory, analysis and implementation

- Advise on the negotiation process of new projects at the IPC-IG;
- Advise on the preparation of financial proposals against terms of reference (ToRs) and programme objectives;

- Compose the Centre's Fundraising Committee, supporting resource mobilization activities;
- Advise on the preparation of Corporate Agreements with different partners;
- Advise on the attainment of necessary clearances and follow-up on actions related to Programme management, including the endorsement of suitable contract templates for the enactment of new projects, with the appropriate focal points at UNDP's Brazil Country Office;
- Advise and conduct the design, monitoring and implementation of programme activities, carrying out periodic status reviews, including categorization, update, tracking and data analysis related to programme and projects to subsidize coordinators and IPC-IG Board on decision-making;
- Advise and conduct the initiation of projects within the Atlas System;
- Contribute to the Mapping of Processes at the IPC-IG;
- Support liaison with IPC-IG partners;
- Support the mapping and risk analysis that may impact the implementation of projects and propose mitigation measures;
- Support the monitoring of progress against programme objectives;
- Support the preparation and follow-up on audits;
- Foster compliance and continuous adhesion to audits' recommendations;
- Foster the elaboration of an Internal Control Framework (ICF) for the IPC-IG;
- Foster the elaboration of a Standard Operating Procedures (SOP) for IPC-IG;
- Foster the establishment of a Management Project for the IPC-IG;
- Foster the production of manual and guides;
- Foster knowledge management and sharing;
- Foster innovation through, including but not limited to, the development of new tools, practices and procedures on Programme Management.

Projects - Advisory, analysis and implementation

- Advise staff members in operational rules and procedures and provide general briefing to new staff members;
- Interact with IPC-IG Project Managers, with UNDP Brazil and other partners to advise and implement project activities;
- Contact and work closely with UNDP;
- Provide support and advice in the preparation of progress reports on projects;
- Keep digital and hard files updated;
- Assist the organization of meetings and events, when required;
- Support general project implementation with quality and on time;
- Foster the production of manual and guides;
- Foster innovation through, including but not limited to, the development of new tools, practices and procedures on Project Management.

Finance and Planning – Advisory, analysis and implementation

- Advise and conduct the monitoring and implementation of programme activities, carrying out periodic status reviews, including categorization, update, tracking and data analysis related to programme and projects to subsidize coordinators and IPC-IG Board on decision-making;
- Analyse the Centre's Budgetary and Financial data based on Atlas Reports;
- Elaborate Financial Reports based on Atlas information;
- Analyse budget and financial discrepancies, taking necessary measures to solve them;
- Advise and carry out Budget Revisions in Atlas;
- Follow-up on contributions and disbursements as per project's agreements.

- Foster innovation through, including but not limited to, the development of new tools, practices and procedures for Budgetary and Financial controls;
- Advise and support projects' planning according to activities, adherence to procurement plan, financial and budgetary availability;
- Advise and support the elaboration of Logical frameworks and on Results-based management;
- Foster the production of manual and guides;
- Execute payments through Atlas, ensuring supporting documents are appropriate and that budget control is adhered to.

Operations and Administration – Back-up Support, advisory and analysis

- Liaise with UNDP Brazil Human Resources team;
- Contribute to the elaboration of Terms of Reference (TOR);
- Advise on the selection and recruitment processes to IPC-IG team;
- Act as Leave Monitor;
- Support the elaboration and management of the IPC-IG Social Protection Specialist Roster;
- Foster the production of manual and guides;
- Foster innovation through, including but not limited to, the development of new tools, practices and procedures on Operations.

Procurement – Back-up Support, advisory and analysis

- Act as back-up on Procurement, when demanded, carrying out the following activities:
 - Contribute to the elaboration of Terms of Reference (TOR) to products, services from companies and International and/or Local Consultants;
 - Contribute with the selection and management of Individual Contract holders and companies;
 - Creation of requisitions regarding procurement processes in Atlas and Extranet;
 - Liaise with JOF Procurement team;
 - Liaise with service providers and suppliers;
 - Procure goods up to US\$150,000.00 (canvassing process, request for quotation (RFQ) and Request for Proposals (RFP);
 - Foster the production of manual and guides;
 - Foster innovation through, including but not limited to, the development of new tools, practices and procedures on Procurement.

Travel – Back-up Support, Advisory and analysis

- Act as back-up on Travel, when demanded, carrying out the following activities:
 - Contribute to Travel arrangements for official travel;
 - Follow-up on tickets quotations and issuance, security clearance issuance, daily fee payments, contact with passengers and rendering of accounts procedures;
 - Advise users on the Travel Administration System (TAS).
 - Planning and Creation of requisitions regarding travel processes in Atlas and Extranet;
 - Liaise with JOF Travel team;

- Foster the production of manual and guides;
- Foster innovation through, including but not limited to, the development of new tools, practices and procedures on 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;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Promotes the vision, mission and strategic goals of IPC-IG.

Functional

- Multi-tasking and motivated by results;
- Ability to organize and complete multiple tasks by establishing priorities;
- 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 solve problems;
- Displays awareness of relevant technological solutions.

Knowledge Management and Leadership

- Responds positively to feedback;
- Demonstrates strong oral and written communications skills;
- Self-development, initiative-taking and creativity;
- Acting as a team player and facilitating team work;
- 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;
- Knowledge and skills on results-based management.

Innovation

- Ability to make new and useful ideas work

Required Skills and Experience

Essential

- Post-graduation courses (*Lato Sensu or Stricto Sensu*) in International Relations, International Cooperation, Administration, Project Management, Development or related fields, and at least 06 years of experience with project implementation; OR

- University Degree in International Relations, Administration or related areas, and at least 10 years of working experience with project implementation;
- Working experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, and Internet);
- Fluency in Portuguese;
- Fluency in English.

Desirable

- Working experience with South-South Cooperation projects;
- Working experience with Atlas ERP;
- Working experience with advanced spreadsheets (Ms Excel);
- Experience in liaison and negotiation with partners;
- Experience with project management and development;
- Fluency in other UN language is considered an asset;
- UN/UNDP experience is an advantage.

Application and Selection Process

Applicants must send a **signed P11 form*** to operations@ipc-undp.org by no later than 20 September 2018 quoting **“Programme & Operations Analyst”** in the subject.

The IPC-IG strongly encourages sending the following extra documents in the application for consideration:

- Detailed CV;
- Cover letter;
- Signed recommendation letter.

All documents must be submitted in English. Applications sent after the deadline will not be accepted.

*The **Personal History Form** (P11) is available for download at:
<http://www.br.undp.org/content/dam/brazil/docs/RH/undp-br-P11-2016.doc>

Incomplete applications or applications received after the deadline will not be considered. 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 a Brazilian work permit is attached to the application** (*carteira de trabalho* and visa). The IPC-IG/UNDP is not in a position to provide advice or assistance towards applying for such a permit.

The United Nations Development Programme is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons

with disabilities are all equally encouraged to apply. All applications will be treated with the strictest confidence.