# Operations Assistant

## International Policy Centre for Inclusive Growth (IPC-IG)

<table>
<thead>
<tr>
<th>Location</th>
<th>Brasilia, Brazil</th>
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<tbody>
<tr>
<td>Application Deadline</td>
<td>29 January 2017</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Service Contract (SC)</td>
</tr>
<tr>
<td>Grade/Step or Remuneration</td>
<td>SC / SB 3</td>
</tr>
<tr>
<td>Languages Required</td>
<td>English and Portuguese</td>
</tr>
<tr>
<td>Starting Date</td>
<td>01st March 2017</td>
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<tr>
<td>Duration of Initial Contract</td>
<td>06 months with possibility of extension</td>
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### 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 policy dialogue with the aim of expanding developing countries’ knowledge and capacities to design, implement and evaluate effective policies towards the attainment of a high level of inclusive growth.

The Centre is currently recruiting an Operations Assistant to support the planning and implementation of IPC-IG activities and projects providing and managing data inputs, administrative, financial assistance.

### Duties and Responsibilities

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

#### Assist IPC-IG`s work in Finance

- Execute payments through Atlas, ensuring proper control of the supporting documents for payment and that budget control is adhered to;
- Assist the Centre`s Budgetary and Financial Control based on Atlas Reports;
- Assist in the elaboration of Financial Reports based on Atlas information;
- Assist in identifying budget and financial discrepancies and taking necessary measures to solve issues;
- Assist Budget Revisions in Atlas;
- Follow-up on contributions and disbursements as per project`s agreements.

#### Administrative and Project Assistance to IPC-IG:
• Assist staff members in administrative rules and procedures and provide general briefing to new staff members;
• Foster knowledge management and sharing on UNDP Procedures and Rules;
• Assist in the elaboration of Standard Operating Procedures and Internal Control Frameworks;
• Interact with IPC-IG Project Managers, with UNDP Brazil and other partners to support the implementation of project activities;
• Contact and work closely with UNDP;
• Keep digital and hard files updated;
• Assist the organization of meetings and events when required.

Assist 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, hiring 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 the Internship and Fellowship Programmes with administrative procedures;
• Support the elaboration and management of the IPC-IG Social Protection Specialist Roster.

Assist IPC-IG`s work in Procurement
• Liaise with UNDP Brazil Procurement team and IPC-IG Procurement officer;
• Liaise with service providers and suppliers;
• Assist with the selection and management of Individual Contract holders;
• Procure goods up to US$5,000.00;
• Support in the elaboration of Terms of Reference (TOR) to products, services from companies and International and Local Consultants.

Assist IPC-IG`s work in Travel
• Support IPC-IG team with 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;
• Support users on the Travel Administration System (TAS).

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.

Knowledge Management and Leadership
• Responds positively to feedback;
• Demonstrates strong oral and written communications skills;
• Self-development, initiative-taking;
• 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.

Required Skills and Experience

Essential
• University Degree in Business Administration, Business Management, Economy, Accounting or related fields;
• At least 4 years of working experience with administration;
• Working experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, and Internet)
• Fluency in Portuguese and English, proven by certificate, previous work, academic or personal experience abroad.

Desirable
• Working experience with Atlas or other ERP system;
• Working experience with IPSAS;
• Working experience with advanced spreadsheet (MS Excel);
• Knowledge 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 ipc-hr@ipc-undp.org by no later than 29 January quoting Operations Assistant*” 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.pnud.org.br/arquivos/P11.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.