

Programme and Finance Analyst,

International Policy Centre For Inclusive Growth (IPC-IG)

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<b>Location:</b>	Brasilia, Brazil
<b>Application Deadline:</b>	19 May 2019
<b>Type of Contract:</b>	Service Contract (SC)
<b>Grade/Step or Remuneration</b>	SC / SB 4-1 (Net Remuneration: BRL 6,100.00)
<b>Languages Required:</b>	English and Portuguese
<b>Starting Date:</b>	01 <sup>st</sup> July 2019
<b>Duration of Initial Contract:</b>	06 months with possibility of extension

## Background

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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 Finance Analyst to contribute in the planning, negotiation and implementation of IPC-IG programme activities and projects providing and managing data inputs, programmatic and financial data

## Duties and Responsibilities

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

## Programme Management

- Assist on the negotiation process of new projects at the IPC-IG;

- Support on the preparation of financial proposals against terms of reference (ToRs) and programme objectives;
- Compose the Centre's Fundraising Committee, supporting resource mobilization activities;
- Assist on the preparation of Corporate Agreements with different partners;
- Support 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;
- Assist and conduct the initiation of projects within the Atlas System;
- Advise staff members in operational rules and procedures and provide general briefing to new staff members;
- Support general project implementation with quality and on time;

## **Finance**

- Assist 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;
- Interact with IPC-IG Project Managers, with UNDP Brazil and other partners to advise and implement project activities;
- Keep digital and hard files updated;

## **Operations**

- Liaise with UNDP Brazil Human Resources team;
- Contribute to the elaboration of Terms of Reference (TOR) for products, services from companies consultants and service contracts;
- Liaise with JOF Procurement team;
- Liaise with service providers and suppliers;
- Contribute to Travel arrangements for official travel.

## **Competencies**

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### 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;
- Self-development, initiative-taking;
- Acting as a team player and facilitating team work.

### Functional

- Leadership: Takes responsibility for and ensures high quality of own work
- Communication and Relationship Management: Reliably and consistently interprets information and instruction correctly
- Innovation: Assesses work with critical eye
- Delivery: Meets goals and timelines for team deliverables

### Required Skills and Experience

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#### Essential

- Post-graduation courses (*Lato Sensu or Stricto Sensu*) in Accounting, Finance Specialist, Cooperation, Project Management, Development or related fields, and at least 04 years of experience with project implementation; OR
- University Degree in Accounting, Administration, International Relations or related areas, and at least 8 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 English.

#### Desirable

- Working experience with South-South Cooperation projects;
- Working experience with Atlas ERP;
- Working experience with advanced spreadsheets (Ms Excel);
- Experience within Finance Unit;
- Fluency in other UN language is considered an asset;

### Application and Selection Process

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Applicants must send a **signed P11 form\*** to [operations@ipc-undp.org](mailto:operations@ipc-undp.org) by no later than 19 May 2019 quoting **"Programme and Finance Analyst"** in the subject.

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

- 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 have to submit proof of Brazilian work permit if selected for this position.

**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.**