

I. Position Information

Job Code Title :	Programme Associate
Pre-classified Grade:	GS-6
Department:	Brazil Country Office
Supervisor:	National Programme Officer (NPO)

II. Organizational Context

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Reporting to National Programme Officer (NPO), the Programme Associate works with and provides support to the members of the Programme Team in the development and implementation of effective programmes consistent with UN Women rules and regulations. S/he contributes to research, financial management, and programme implementation including providing necessary operational, administrative and programmatic support. The Programme Associate works in close collaboration with the operations, programme and projects' staff in the Brazil CO and UN Women HQs as required for resolving complex finance-related issues and exchange of information.

III. Functions

Summary of Key Functions:

- ☐ Support to formulation of programme strategies and implementation of the CO Annual Work Plan
- ☐ Support to implementation and management of the CO Annual Work Plan
- ☐ Administrative support to the Programme Unit
- ☐ Support to resource mobilization
- ☐ Facilitation of knowledge building and knowledge sharing

1. Supports formulation of **programme strategies and implementation of the CO Annual Work Plan** , focusing on achievement of the following results:

- ☐ Collection, analysis and presentation of background information for preparation of programmes, projects, strategic notes, work plans, budgets, proposals on implementation arrangements and execution modalities.
- ☐ Effective application of Results Based Management and Budgeting tools.

<ul style="list-style-type: none"> ❑ Capacity assessment of implementing partners and responsible parties. ❑ Inclusion of evaluation recommendations in programmes and projects. ❑ Full compliance with UN Women Programme and Operations Manual (POM).
<p>2. Provides effective support to implementation and management of the CO Annual Work Plan, focusing on the achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Creation of a project in Atlas, preparation of required budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial close of a project. ❑ Entry of data of new grants into Atlas in the form of Annual Work Plans (AWPs), monitoring of their status. ❑ Preparation of draft Project Cooperation Agreements, Third-Party Cost Sharing Agreements, Standard Letter of Agreement, Memorandum of Understanding, amendments and other similar documents; uploading signed documents to Sharepoint; follow up on donor contributions. ❑ Preparation of draft Terms of Reference and Specification for procurement processes. ❑ Provision of guidance to the implementing partners and responsible parties on routine implementation of programmes and projects tracking use of financial resources. ❑ Tracking programme and project duration, reporting requirements and deadlines, evaluation requirements, audit requirements, disbursement schedule, receivables schedules, and other management information. ❑ Accurate verification of narrative and financial reports submitted by implementing partners and responsible parties ❑ Collection, analysis and presentation of information for preparation of annual reports, donor reports, and other similar documents. ❑ Presentation of information for evaluation of programmes and projects, supports implementation of evaluation recommendations. ❑ Presentation of information for audit of programmes and projects, supports implementation of audit recommendations. ❑ Full compliance with UN Women Programme and Operations Manual (POM).
<p>3. Provides administrative support to the CO Programme Unit, focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Maintenance of programme expenditure control in order to ensure activities and transactions are completed and correctly recorded and posted in Atlas. ❑ Preparation of Project Cooperation Agreements, as well as requests for advances. ❑ Review of narrative and financial reports (FACE) and submit for approval and, if applicable prepare request for subsequent advances. Creation of requisitions in Atlas, register of goods and services receipt in Atlas. ❑ Creation of requisitions in Atlas, register of goods and services receipt in Atlas. ❑ Making budget check for requisitions. ❑ Preparation of supporting documentation for monthly monitoring meetings and month-end closure certification. ❑ Filing of programme and project documents, in hard and soft copies. ❑ Provide guidance and training to Programme Assistants as needed.

4 . Supports **resource mobilization** focusing on achievement of the following results:

- ❑ Analysis of information on donors, preparation of donor's profile.
- ❑ Track and reporting on mobilized resources. Review of contributions agreement, managing contributions in Atlas.
- ❑ Prepare cost-sharing and other agreements; follow up on contributions within the Brazil CO resource mobilization efforts;

5. Ensures **facilitation of knowledge building and knowledge sharing** in the CO focusing on achievement of the following results:

- ❑ Organization of trainings for the operations/ projects staff on programme.
- ❑ Synthesis of lessons learnt and best practices in programme.
- ❑ Sound contributions to knowledge networks and communities of practice.
- ❑ Systematic gaining and sharing of knowledge and experience related to programme management.

IV. Key Performance Indicators

- ❑ Timely and accurate support to events, workshops, and missions;
- ❑ Full compliance of administrative activities with UN Women rules, regulations, policies and procedures;
- ❑ Timely recording of overall programme unit finances;
- ❑ Timely and accurate tracking of data for CO management and donor purposes;
- ❑ Quality maintenance of internal systems.

V. Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Functional Competencies

- Good knowledge of programme management;
- Ability to administer and execute administrative processes and transactions;
- Ability to create, edit and present information in clear and presentable formats;
- Ability to manage data, documents, correspondence and reports information and workflow;
- Strong financial and budgeting skills;
- Strong IT skills.

VI. Recruitment Qualifications	
Education:	<p>Secondary Education required. University Degree in International Relations, Development Economics, Political Science or Social Sciences would be desirable, but it is not a requirement.</p> <p>Training and certification in Prince2 methodology, as well as Knowledge of Results Management Guide are desirable.</p>
Experience:	<p>5 to 6 years of progressively responsible administrative or programme experience is required, of which at least 2 to 3 years in the promotion of gender/racial equality and/or human rights.</p> <p>Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems.</p> <p>Experience with Atlas ERP is an asset.</p>
Language Requirements:	Fluency in English and Portuguese required. Working knowledge of Spanish desirable.

Applications are through online form AND P11:

Candidates must complete the online application form:

<https://forms.gle/yvr91bwAhYLZoSZJ6>

And fill in and send **P11 form to unwomenbra.hr@unwomen.org until 15 August 2019.**

P11 form

http://www.onumulheres.org.br/wp-content/uploads/2018/01/P_11_form_UNwomen.doc